

**Jefferson County Farmland Protection Board  
Board Meeting.....Monday January 13, 2020  
Jefferson County Development Authority Conference Room  
1948 Wiltshire Road, Kearneysville, WV 25430**

**MEETING MINUTES**

5:05pm.....Call to Order and Opening Remarks \* Action item

- Meeting called to order by Vice President Mr. Kercheval.
- Attending the meeting were Mr. Kercheval, Ms. Johnson, Ms. Tabb, Mr. Quinn, Mr. Perry and Ms. Wheeler. Absent – Mr. Glenn, JCDA representative.

**Introduction of Guests:**

- Women’s League of Voters  
Lynn Widmeyer  
Patty  
Eleanor Finn

**League of Women Voters Presentation of Open Meetings Study results**

- Background of why discussing Open Meetings Act
- Interviewed all 12 Jefferson County boards in county
- For most part, all county boards are doing good job, only minor in few instances, findings:
  - Postings of meeting agenda/minutes online, timely. Timely for Agenda publish is 2 days in advance, for Meeting minutes is 1 day after are approved by the body.
  - Websites vary in quality, especially appointee board without paid staff
  - Background information for agenda topics should be made available to public
  - Methods of getting on agenda vary by boards
  - Public comment period should be mandatory (it’s not required by law)
  - Room for improvement for using website to inform/educate the public
  - Executive session is being followed property in county, following four guidelines from state

**Approval of Minutes of Previous Meeting: Monday, December 9, 2019 \***

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

**Treasurer’s Report \***

- Ms. Wheeler presented the December Treasurer’s report.
  - Mr. Quinn moved to accept Treasurers Report 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:**

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

**Consider for approval:** Monitoring report for Property F \*

- Ms. Wheeler additionally reported no substantive issues with property.
- Mr. Quinn moved to approve F monitoring report and the motion was seconded by Mr. Perry. The motion passed unanimously.

**Consider for approval:** Purchase of County-only LLL easement for \$57,117.00

- Discussion – this would be for farmstead area, referred to as LLL.1 as part of overall LLL ABPP easement currently in review. This would be for 14.545 farmstead acres that ABPP will not place easement upon.
- Board discussed pros/cons of purchasing prior or post ABPP easement. Board felt could not close prior to ABPP.
- Mr. Quinn moved to proceed with preparations to for county only LLL.1 easement, to be closed simultaneously with the LLL ABPP easement and the motion was seconded by Ms. Johnson. The motion passed unanimously.

**Consider for approval:** Hourly rate of \$17 for part-time GIS and data management contractor.

- Mr. Perry moved to increase hourly rate for the independent part-time GIS contractor from \$15 to \$17 per hour, and the motion was seconded by Ms. Johnson. The motion passed unanimously.

**Consider for approval:** Use of facsimile signature of Board President, Secretary and Treasurer for Board-authorized agreements, documents, instruments, contracts and other writings of the Board.

- Mr. Quinn moved to use secure electronic signatures as an acceptable signatory for all board functions except for signing checks, and the motion was seconded by Ms. Perry. The motion passed unanimously.

Discuss accounting services needs and options.

- Discussed unresponsiveness from current provider, issues not getting emails answered or actions recommended from our audit firm taken.
- Options discussed, next steps will need to be on agenda for next month's meetings

**Strategic Plan: Discuss and assign action items:**

- Reviewed strategic plan action assignments, updated responsible & dates.

**Public Comments**

- None

**7:05 Adjourned**

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## Jefferson County Farmland Protection Board

## Balance Sheet

As of December 31, 2019

	<u>Dec 31, 19</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BCT - ICS	3,527,319.57
BCT - Easement Acquisition Fund	98,405.00
Bank of Charles Town	138,899.04
BCT - Fundraising Account	1,036.87
BCT - Stewardship Account	12,991.62
Total Checking/Savings	<u>3,778,652.10</u>
Other Current Assets	
Transfer Taxes Receivable	59,623.15
Legal Retainer	3,000.00
Total Other Current Assets	<u>62,623.15</u>
Total Current Assets	<u>3,841,275.25</u>
Fixed Assets	
Furniture & Fixtures	4,487.90
Computer Equipment	5,676.27
Total Fixed Assets	<u>10,164.17</u>
<b>TOTAL ASSETS</b>	<u><u>3,851,439.42</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	4,489.47
Total Accounts Payable	<u>4,489.47</u>
Other Current Liabilities	
Due to County Commission	42,960.61
Total Other Current Liabilities	<u>42,960.61</u>
Total Current Liabilities	<u>47,450.08</u>
Total Liabilities	47,450.08
Equity	
Reserved for Encumbrances	1,975,992.50
Reserved for Farmland Protect.	1,585,191.54
Net Income	242,805.30
Total Equity	<u>3,803,989.34</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,851,439.42</u></u>

Jefferson County Farmland Protection Board

1/13/2020 2:23 PM

Register: Bank of Charles Town

From 12/01/2019 through 12/31/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/06/2019	4095	James Walker	Professional Fees:Cons...	Invoices 23,24,...	1,087.00	X		134,468.73
12/14/2019			Transfer Taxes Receiva...	Deposit		X	74,005.60	208,474.33
12/14/2019	4096	W.B. Mason Co., Inc.	Supplies	Invoice #20572...	120.39			208,353.94
12/14/2019	4097	Keller Engineers, Inc.	Current Year Encumbr...	Invoice #03964...	137.61			208,216.33
12/16/2019			BCT - ICS	Funds Transfer	61,837.42	X		146,378.91
12/18/2019	4098	James Walker	Professional Fees:Cons...	027	285.00	X		146,093.91
12/18/2019	4099	Keller Engineers, Inc.	-split-	Invoices 03964...	3,624.77			142,469.14
12/30/2019	4100	Conrad Legal Corpor...	Current Year Encumbr...	SD03 QQQ Cl...	3,188.00	X		139,281.14
12/31/2019			Interest/Dividends	Interest		X	212.42	139,493.56
12/31/2019	4101	Elizabeth Wheeler	-split-	December Exp...	169.54			139,324.02
12/31/2019	4102	James Walker	Professional Fees:Cons...	Invoices 28 & 29	405.00			138,919.02
12/31/2019	4103	W.B. Mason Co., Inc.	Supplies	Invoice 206066...	19.98			138,899.04

**Jefferson County Farmland Protection Board**  
**Administrative Monthly Report .... Monday, January 13, 2020**

Easement Status:

- Property LLL (295ac) - ABPP delayed review of draft deed for several weeks after I had submitted it. On Dec. 6 conference call I discussed deed language with staff who continue to find problems and announced that WVSHPO had to have more input. (WVSHPO had signed off on the deed in July). I requested a redlined deed. I provided 4 examples of closed ABPP easements to demonstrate that the LLL draft used the same language. ABPP staff rejected this argument. Need to sign and return new grant agreement with JCFPB as sole holder – ABPP will send paperwork. ABPP requiring changes to baseline report.
- Property HHH (278 ac) – NRCS has all documents but kicked back the ALE Plan to local Conservationist. ALE Plan not completed. Tim Canfield says it will be done by February.
- Property JJJ (280 acres) Appraisal sent to national appraiser for review because price is over \$1MM. ALE Plan not completed. Tim Canfield says it will be done by February.
- Property SD03 (93ac) – Closed December 30, 2019. Over 400 Facebook reactions.

Inquiries:

Shepherdstown: 202 acres  
Shepherdstown: 161 acres to add to existing 59 acre easement

Closed Easements - updates:

Latterell Property – December 16, 2019: Proposed deed corrections sent to NRCS.

Fall Monitoring:

One final LTEP monitoring report to approve – Property F.

Administration:

Received proposal from Perry & Associates for CPA Services. Am investigating other firms.

Donations: Recurring \$10 and \$25 monthly donations, As of January 10, four additional donations totaling \$800.

Provided Board minutes to landowner re: rejected application.

Projects in process:

Annual Report drafted, in layout  
Board Policy & Procedures manual

Strategic Plan Update: See revised plan

Meetings:

January 8 – discussion with Berkeley re: joint monitoring management  
January 14 - WVAFPB, Moorefield  
January 16 - DNR Wildlife Action Plan

Other: May take personal time to care for father