

Jefferson County Farmland Protection Board
Board Meeting.....Tuesday, November 12, 2019
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 President Mr. Glenn.
- Attending the meeting were Mr. Glenn, Ms. Johnson, Ms. Tabb, Mr. Quinn, Mr. Perry and Ms. Wheeler.
Absent – Mr. Kercheval, JCDA representative.

Introduction of Guests:

- None.

Approval of Minutes of Previous Meeting: Monday, October 21, 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 September report.
 - Mr. Glenn 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:

Consider for approval: Monitoring report for Property A1

Consider for approval: Monitoring report for Property A

Consider for approval: Monitoring report for Property J

Consider for approval: Monitoring report for Property O

Consider for approval: Monitoring report for Property M

Consider for approval: Monitoring report for Property B

Consider for approval: Monitoring report for Property QQ

Consider for approval: Monitoring report for Property NN

Consider for approval: Monitoring report for Property VV

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 Phone: (304) 724-1414

Consider for approval: Monitoring report for Property DD

- Monitoring reports previously sent to board members for review, Ms. Wheeler additionally reported no substantive issues with any of the properties.
- Mr. Quinn moved to approval A1, A, J, O, M, B, QQ, NN, VV and DD monitoring reports and the motion was seconded by Mr. Perry. The motion passed unanimously.

Discuss Strategic Plan update and assignments

- Still need to hold teleconference (for ease) to discuss. Ms. Wheeler will send email with ideas and time suggestions.

Public Comments

- None.

5:40 Adjourned

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Jefferson County Farmland Protection Board
Balance Sheet
As of November 30, 2019

| | Nov 30, 19 |
|---------------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| BCT - ICS | 3,460,290.98 |
| BCT - Easement Acquisition Fund | 98,248.97 |
| Bank of Charles Town | 135,555.73 |
| BCT - Fundraising Account | 1,035.33 |
| BCT - Stewardship Account | 12,972.34 |
| Total Checking/Savings | 3,708,103.35 |
| Other Current Assets | |
| Transfer Taxes Receivable | 74,004.03 |
| Legal Retainer | 3,000.00 |
| Total Other Current Assets | 77,004.03 |
| Total Current Assets | 3,785,107.38 |
| Fixed Assets | |
| Furniture & Fixtures | 4,487.90 |
| Computer Equipment | 5,676.27 |
| Total Fixed Assets | 10,164.17 |
| TOTAL ASSETS | 3,795,271.55 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Due to County Commission | 21,290.13 |
| Total Other Current Liabilities | 21,290.13 |
| Total Current Liabilities | 21,290.13 |
| Total Liabilities | 21,290.13 |
| Equity | |
| Reserved for Encumbrances | 1,975,992.50 |
| Reserved for Farmland Protect. | 1,585,191.54 |
| Net Income | 212,797.38 |
| Total Equity | 3,773,981.42 |
| TOTAL LIABILITIES & EQUITY | 3,795,271.55 |

Jefferson County Farmland Protection Board
Profit & Loss
November 2019

| | Nov 19 |
|---------------------------------|-------------|
| Ordinary Income/Expense | |
| Income | |
| Transfer Tax | 74,005.60 |
| Interest/Dividends | 5,391.13 |
| Contributions Income | 15.59 |
| Total Income | 79,412.32 |
| Expense | |
| Advertising & Marketing Expense | 1,215.01 |
| Dues and Subscriptions | 275.89 |
| Postage and Delivery | 23.60 |
| Professional Fees | |
| Computer Support | 39.00 |
| Consulting/Contract | 974.00 |
| Total Professional Fees | 1,013.00 |
| Salary & Benefits Expense | 2,700.52 |
| Supplies | 106.81 |
| Telephone | 150.00 |
| Travel & Ent | |
| Travel | 81.78 |
| Travel & Ent - Other | 214.04 |
| Total Travel & Ent | 295.82 |
| Total Expense | 5,780.65 |
| Net Ordinary Income | 73,631.67 |
| Other Income/Expense | |
| Other Expense | |
| Conservation Easement Procure | 185,919.00 |
| Current Year Encumbrances | |
| Easement Costs | |
| Baselines | 2,894.21 |
| Surveys | 1,650.00 |
| Appraisals | 1,500.00 |
| Settlement Charges | 4,257.00 |
| Total Easement Costs | 10,301.21 |
| Total Current Year Encumbrances | 10,301.21 |
| Total Other Expense | 196,220.21 |
| Net Other Income | -196,220.21 |
| Net Income | -122,588.54 |

Jefferson County Farmland Protection Board

12/9/2019 2:31 PM

Register: Bank of Charles Town
 From 11/01/2019 through 11/30/2019
 Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|---------|---------------------------|---------------------------|-------------------|------------|---|------------|------------|
| 11/12/2019 | 4086 | Sheriff of Jefferson C... | -split- | October P-Card | 393.04 | X | | 143,654.41 |
| 11/12/2019 | 4087 | Myers & Woods App... | Current Year Encumbr... | Invoice 19-226 | 1,500.00 | X | | 142,154.41 |
| 11/12/2019 | 4088 | J. Matthew Monroe ... | Current Year Encumbr... | Invoice No. 20... | 2,894.21 | X | | 139,260.20 |
| 11/12/2019 | 4089 | James Walker | Professional Fees:Cons... | Invoices 020,0... | 974.00 | X | | 138,286.20 |
| 11/13/2019 | 4090 | Conrad Legal Corpor... | Current Year Encumbr... | Closing Costs ... | 4,257.00 | X | | 134,029.20 |
| 11/13/2019 | | | BCT - ICS | Funds Transfer | | X | 139,631.55 | 273,660.75 |
| 11/14/2019 | | | BCT - ICS | Funds Transfer | | X | 974.00 | 274,634.75 |
| 11/15/2019 | | | Transfer Taxes Receiva... | Deposit | | X | 91,967.07 | 366,601.82 |
| 11/15/2019 | e-Check | Conrad Legal Corpor... | Conservation Easement... | Easement Proc... | 185,919.00 | X | | 180,682.82 |
| 11/15/2019 | | | BCT - ICS | Funds Transfer | 41,967.07 | X | | 138,715.75 |
| 11/30/2019 | | | Interest/Dividends | Interest | | X | 203.07 | 138,918.82 |
| 11/30/2019 | 4091 | Eden Design | Advertising & Marketi... | Invoices PP633... | 1,215.01 | | | 137,703.81 |
| 11/30/2019 | 4092 | WV Assoc. of Farml... | Dues and Subscriptions | 2019-2020 Dues | 260.00 | | | 137,443.81 |
| 11/30/2019 | 4093 | Keller Engineers, Inc. | Current Year Encumbr... | Invoice No. 03... | 1,650.00 | | | 135,793.81 |
| 11/30/2019 | 4094 | Elizabeth Wheeler | -split- | October & Nov... | 238.08 | | | 135,555.73 |

Jefferson County Farmland Protection Board

Administrator's Monthly Report Tuesday November 12, 2019

Easement Status:

- Property LLL (295ac+/-) - Revised Deed of Easement sent to ABPP 9/18/19. Subdivision plat delayed by WV DOT approval of an entranceway. Appraisal has been reviewed and approved.

Need to sign and return new grant agreement with JCFPB as sole holder – ABPP will send paperwork.

Baseline report completed and submitted to ABPP for review. Survey will need to be amended to conform to ABPP request for plat showing only the 280-acre ABPP easement. The Board's easement on the 14.5 acre easement on farmstead area also will stand alone.

- Property HHH (278 ac) – NRCS has all documents, requested updated title work.
- Property WW (83 ac) Closing November 13.
- Property JJJ (280 acres) Appraisal still under review. NRCS kicked back baseline report asking for more details. ALE Plan completed.
- Property QQQ (93 acres) 100% donation. Completed baseline field work July 3. Title work complete. Survey field work has been completed.

FY20 RCPP and ALE Applications:

Submitted SD02 (142 ac) and MD01(305 ac) for both RCPP grant awards.

Submitted KD01 (302 ac) for ALE funding.

- RCPP awards:

- FY16-17 #68-3D47-16-1079 \$ 666,850
- FY17-18 #68-3D47-17-106 \$ 954,000

SD01: (99 acres): Requested documentation from landowner for current federal lease and easements on property via email, registered mail and in a phone conversation. Landowner stated that these do not exist. Martinsburg FAA personnel confirmed that facility and restrictive aerial easement are in use, and improvements made to the facility and RoW to it this summer.

Fall Monitoring:

- Need to complete monitoring for three more properties. Unable to attend two Nov. 12 LTEP monitorings.

Administration:

Provided documents to the Auditor (Perry & Associates)

League of Women voters offered to meet with Board to review finding re: open meeting practices among county organizations. There will also be a community meeting (TBA)

Donations: Recurring \$10 and \$25 monthly donations.

Projects in process:

- Newsletter, annual report
- Draft revised policy for easement purchases

Strategic Plan Update: See list

Events/Meetings: November 22 – WV Association Farmland Protection Boards ranking meeting