

Jefferson County Farmland Protection Board
Board Meeting.....Monday October 21, 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, September 9, 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. Quinn. The motion passed unanimously.

Administrator's Report

- No further additions from written report

New Business:

Consider for approval: Revision of Ranking Criteria to eliminate Section D: Conservation and re-assign five points in this category to Section A: Development Pressure. *

- This was covered in September, mistakenly on October agenda.

Consider for approval: Property MD01 Application *

- Easement Committee reviewed application, recommends for approval and RCPP funding submission.
- Mr. Glenn moved to accept MD01 and the motion was seconded by Mr. Quinn. The motion passed unanimously.

Consider for approval: Property SD01 (formally PPP) Application *

- Title search was performed, no lease recorded and no lis pendens.
- Property owner reports no current lease in place with the FAA facility on property. The board discussed clarification is needed from the property owner on the facility status as a neighboring property that shares the restricted aerial facility space does have current lease.
- Without understanding the status of FAA facility, the board will not be able to approve for submission for funding.

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

- Mr. Glenn moved to table the consideration of SD01 for approval pending resolution of title issues to the satisfaction of the board and its legal counsel was seconded by Mr. Perry. The motion passed unanimously.

Consider for approval: Property SD02 Application *

- Easement Committee reviewed application, recommends for approval and RCPP funding submission.
- Mr. Glenn moved to accept SD02 and the motion was seconded by Mr. Quinn. The motion passed unanimously.

Consider for approval: Property KD01 Application *

- Easement Committee reviewed application, recommends for approval and ACEP funding submission.
- Mr. Glenn moved to accept KD01 and the motion was seconded by Mr. Quinn. The motion passed unanimously.

Consider for approval: Accept bequest from donor with the stipulation that the funds will be committed within three years of receipt for qualifying conservation easements in the Kabletown area as defined in map and text; and to use any remaining funds not committed in this period for easements throughout the county. *

- Reviewed letter from donor, including request to be anonymous.
- Mr. Glenn moved to accept bequest with stipulations as presented and the motion was seconded by Ms. Johnson. The motion passed unanimously.

Consider for approval: Revision of Ranking Criteria to eliminate Section D: Conservation and re-assign five points in this category to Section A: Development Pressure. *

- This was covered in September, mistakenly on October agenda.

Consider for approval: Policy for county-only easement purchases. *

- Topic tabled for this month, deferred to easement committee for recommendation.

Consider for approval: Policy for co-holding easements. *

- Discussed current policy, reviewed policy as documented. Thoughts included changing policy to be decided case by case basis.
- Mr. Glenn moved to revoke current co-holding policy, replacing it with “co-holding of easements will be considered on a case-by-case basis considered by the board” and the motion was seconded by Mr. Perry. The motion passed unanimously.

Strategic Plan update and assignments

- Needs attention, Mr. Glenn suggested we have phone conference call to work.

Public Comments

- None.

6:15 Adjourned

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Jefferson County Farmland Protection Board

Balance Sheet

As of September 30, 2019

10/22/19

Accrual Basis

	<u>Sep 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	3,487,041.91
BCT - Easement Acquisition Fund	97,776.71
Bank of Charles Town	145,642.57
BCT - Fundraising Account	1,032.31
BCT - Stewardship Account	12,934.48
Total Checking/Savings	<u>3,744,427.98</u>
Other Current Assets	
Transfer Taxes Receivable	63,656.57
Legal Retainer	3,000.00
Total Other Current Assets	<u>66,656.57</u>
Total Current Assets	<u>3,811,084.55</u>
Fixed Assets	
Furniture & Fixtures	4,487.90
Computer Equipment	5,676.27
Total Fixed Assets	<u>10,164.17</u>
TOTAL ASSETS	<u>3,821,248.72</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	18,589.61
Total Other Current Liabilities	<u>18,589.61</u>
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Equity	
Reserved for Encumbrances	1,975,992.50
Reserved for Farmland Protect.	1,585,211.54
Net Income	241,455.07
Total Equity	<u>3,802,659.11</u>
TOTAL LIABILITIES & EQUITY	<u>3,821,248.72</u>

Jefferson County Farmland Protection Board

Profit & Loss

10/22/19

September 2019

Accrual Basis

	Sep 19
Ordinary Income/Expense	
Income	
Transfer Tax	63,656.57
Interest/Dividends	5,269.37
Contributions Income	44,191.78
	<hr/>
Total Income	113,117.72
Expense	
Conferences Education Training	169.92
Dues and Subscriptions	31.78
Postage and Delivery	2.50
Printing and Reproduction	110.26
Professional Fees	
Computer Support	268.00
Consulting/Contract	1,541.00
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Total Professional Fees	1,809.00
Salary & Benefits Expense	18,589.61
Telephone	75.00
Travel & Ent	
Meals	11.00
Travel	110.88
Travel & Ent - Other	18.56
	<hr/>
Total Travel & Ent	140.44
	<hr/>
Total Expense	20,928.51
	<hr/>
Net Ordinary Income	92,189.21
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Jefferson County Farmland Protection Board

10/22/2019 10:40 AM

Register: Bank of Charles Town

From 09/01/2019 through 09/30/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
09/09/2019	4075	James Walker	Professional Fees:Cons...	Invoices 12 an...	644.00	X		141,390.27
09/09/2019	4076	Sheriff of Jefferson C...	-split-	Wheeler P-Card	335.07	X		141,055.20
09/09/2019	4077	Advantage Technology	Professional Fees:Com...	Invoice No 372...	190.00	X		140,865.20
09/23/2019			BCT - ICS	Funds Transfer	74,723.03	X		66,142.17
09/30/2019			Transfer Taxes Receiva...	Deposit		X	80,458.43	146,600.60
09/30/2019			Interest/Dividends	Interest		X	211.80	146,812.40
09/30/2019	4078	James Walker	Professional Fees:Cons...	Invoices 14,15,...	897.00			145,915.40
09/30/2019	4079	Elizabeth Wheeler	-split-	September Exp...	217.94			145,697.46
09/30/2019	4080	Sheriff of Jefferson C...	-split-	P-Card Wheeler	54.89			145,642.57

Jefferson County Farmland Protection Board

Administrator's Monthly Report Monday, October 21, 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.

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. Appraisal review still in progress. 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. Subdivision plat pending DOH approval.

- Property HHH (278 ac) – Waiting for NRCS review
- Property WW (83 ac) County Commission approved funding October 3. Waiting for NRCS to propose closing date.
- Property JJJ (280 acres) Appraisal still under review. Baseline report in progress. ALE Plan not completed.
- Property QQQ (93 acres) 100% donation. Completed baseline field work July 3. Title work complete. Survey field work has been completed.

- RCPP funding: FPBs to start taking applications September 2, 2019

- Deadline for applications October 11, 2019
- Applications for the following awards:

○ FY15-16	#68-3D47-15-7	(\$ 496,977) (NRCS is returning these funds)
○ FY16-17	#68-3D47-16-1079	\$ 666,850
○ FY17-18	#68-3D47-17-106	\$ 954,000
	TOTAL	\$1,620,850

2020 applications:

July 22: 314 acres, Middleway

July 26: 300 acres, Charles Town

August 9: 180 acres, Middleway

Pending re-applications:

SD02 (142 acres)

SD01: (99 acres)

Fall Monitoring:

- October 28 – November 1: Plan to complete JCFPB's "Lead" properties JCFPB: 11 properties, Potomac Conservancy: 2 properties,
- LTEP - November 4,6, 12 (8 properties) (I am away Nov 4 and 6. James will attend monitoring visits.)

Administration: Working on providing documents to the Auditor (Perry & Associates)

Donations: \$44,109.55 – IRA Minimum Distribution; donor also is bequeathing the corpus to the Easement Acquisition Fund with a specification for Kabletown area (see map). Also one \$150, one \$25, one \$10 donation.

Projects in process:

- Revision of FY 2020 Program for County Commission approval.
- Newsletter, annual report
- Draft revised policy for easement purchases
- Draft policy for co-holding easements.

Strategic Plan Update: The Board should meet to review the plan and schedule its implementation, assign tasks.

Events/Meetings:

- November 22 – WV Association Farmland Protection Boards ranking meeting

Vacation: November 4,5,6