

Jefferson County Farmland Protection Board
Board Meeting.....Monday July 14, 2014
Jefferson County Public Services Building
Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

AGENDA

5:00pmCall to Order and Opening Remarks

* Action item

Introduction of Guests:

Approval of Minutes of Previous Meeting (June 9, 2014)*

Treasurer's Report *

Administrator's Report

Unfinished Business

- Olcott easement amendment status

New Business:

- Consider for approval: Participation in FY15-16 Regional Conservation Partnership Program *
- Consider for Approval: Payment in full for VV easement for \$290,640.00 to secure closing before August 20, pending NRCS approval of reimbursement for Federal match of \$145,320.00.*
- Consider for approval: Reschedule August 11, 2014 board meeting*

Committee Reports

- Easement Committee
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
- Strategic Plan Committee

Announcements:

7:00 pm ----- Adjourn

All Farmland Protection Board meetings are open to the public.
To address the Board, contact Elizabeth McDonald to be placed on the agenda.
Email: FarmlandProtection@jcda.net Phone: (304) 724-1414

Jefferson County Farmland Protection Board

Board Meeting.....Monday July 14, 2014

Jefferson County Public Services Building
Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

MEETING MINUTES

5:25pmCall to Order and Opening Remarks

* Action item

- Meeting called to order by President McDonald. Attending the meeting were Ms. Tabb, Mr. Ober, Mr. Quinn, Mr. Reisenweber (phone) and Ms. Wheeler.

Introduction of Guests:

- None

Approval of Minutes of Previous Meeting (June 9, 2014)*

- Hearing no objections the minutes were approved with unanimous consent.

Treasurer's Report *

- Mr. Reisenweber presented the June Treasurer's Report.
- Mr. Quinn moved to accept the Treasurer's Reports. Seconded by Mr. Ober. The motion passed unanimously.

Administrator's Report

- Received administrator's report from Ms. Wheeler.
 - No addition items not in report discussed.

Unfinished Business

- Olcott easement amendment status
 - Planned monitoring visit did not happen due to car break-down, rescheduling for July.

New Business:

- Consider for approval: Participation in FY15-16 Regional Conservation Partnership Program *
 - Ms. Wheeler reviewed program, discussed project overview summary from Lavonne Paden.
 - Discussed program commitments for new pool of money – are we signing up or committing our board dollars on properties that wouldn't be the farm land? Discussed that not the case.
 - Mr. Reisenweber moved to participate in Regional Conversation Partnership Program, seconded by Mr. Ober. The motion passed unanimously.
- Consider for Approval: Payment in full for VV easement for \$290,640.00 to secure closing before August 20, pending NRCS approval of reimbursement for Federal match of \$145,320.00.*
 - Discussed options and risk position of reimbursement not occurring.
 - Review of entire package by NRCS HQ is delay.
 - Mr. Ober moved to have JCFPB fully fund prior to August 20th closing if NRCS HQ approval is received, but paperwork to finalize reimbursement would come post-closing. Seconded by Mr. Quinn. The motion passed unanimously
- Consider for approval: Reschedule August 11, 2014 board meeting*
 - Discussed vacation schedules, activities in August.
 - Mr. Reisenweber moved to cancel August board meeting. Seconded by Mr. Ober. The motion passed

unanimously.

Committee Reports

- No reports from committee
- Easement Committee
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
- Strategic Plan Committee

Announcements:

7:00 pm ----- Adjourn

All Farmland Protection Board meetings are open to the public.
To address the Board, contact Elizabeth McDonald to be placed on the agenda.
Email: FarmlandProtection@jcda.net Phone: (304) 724-1414

3:54 PM

08/15/14

Accrual Basis

Jefferson County Farmland Protection Board

Balance Sheet

As of June 30, 2014

	<u>Jun 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,306,652.92
BCT - Easement Acquisition Fund	13,165.44
Bank of Charles Town	103,351.06
BCT - Fundraising Account	795.02
BCT - Stewardship Account	12,516.35
Total Checking/Savings	<u>1,436,480.79</u>
Other Current Assets	
Transfer Taxes Receivable	49,627.60
Legal Retainer	3,000.00
Total Other Current Assets	<u>52,627.60</u>
Total Current Assets	<u>1,489,108.39</u>
TOTAL ASSETS	<u>1,489,108.39</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	127.00
Total Accounts Payable	<u>127.00</u>
Total Current Liabilities	<u>127.00</u>
Total Liabilities	127.00
Equity	
Reserved for Encumbrances	145,320.00
Reserved for Farmland Protect.	346,092.90
Net Income	997,568.49
Total Equity	<u>1,488,981.39</u>
TOTAL LIABILITIES & EQUITY	<u>1,489,108.39</u>

3:57 PM
08/15/14
Accrual Basis

Jefferson County Farmland Protection Board
Profit & Loss
June 2014

	<u>Jun 14</u>
Ordinary Income/Expense	
Income	
Transfer Tax	89,770.82
USDA Matching Grants	120,500.00
Interest/Dividends	714.83
Contributions Income	60.00
Total Income	<u>211,045.65</u>
Expense	
Advertising & Marketing Expense	700.00
Office Supplies	13.77
Postage and Delivery	34.02
Professional Fees	
Accounting	88.00
Computer Support	548.00
Total Professional Fees	<u>636.00</u>
Salary & Benefits Expense	9,572.92
Telephone	125.00
Travel & Ent	
Meals	144.00
Travel	913.51
Total Travel & Ent	<u>1,057.51</u>
Total Expense	<u>12,139.22</u>
Net Ordinary Income	198,906.43
Other Income/Expense	
Other Income	
Prior Years Encumbrances	
Easement Acquisition	120,500.00
Total Prior Years Encumbrances	<u>120,500.00</u>
Total Other Income	120,500.00
Other Expense	
Conservation Easement Procure	120,500.00
Total Other Expense	<u>120,500.00</u>
Net Other Income	<u>0.00</u>
Net Income	<u><u>198,906.43</u></u>

Jefferson County Farmland Protection Board

8/15/2014 3:55 PM

Register: Bank of Charles Town

From 06/01/2014 through 06/30/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
06/04/2014	3657	United Bankcard	-split-	E. Wheeler - M...	728.45	X		222,268.03
06/04/2014	3658	Benita Keller	Advertising & Marketi...	Photography Pr...	700.00	X		221,568.03
06/04/2014	3659	Elizabeth Wheeler	-split-	May Expenses	392.84	X		221,175.19
06/12/2014			BCT - ICS	Funds Transfer	100,000.00	X		121,175.19
06/27/2014	3660	Accurate Systems	Professional Fees:Com...		290.00	X		120,885.19
06/27/2014	3661	United Bank	-split-	P-Card - June 2...	212.55	X		120,672.64
06/30/2014			Transfer Tax	Deposit		X	40,143.22	160,815.86
06/30/2014			Interest/Dividends	Interest		X	88.20	160,904.06
06/30/2014	3662	Elizabeth Wheeler	-split-	June Expenses	115.46	X		160,788.60
06/30/2014	3663	Sheriff of Jefferson C...	-split-	E. Wheeler Sal...	57,437.54	X		103,351.06

Jefferson County Farmland Protection Board

Administrator's Monthly Report July 14, 2014

Easement Progress:

- Property VV: NRCS questions re: Nicewarner easement were addressed July 2. On July 10, NRCS raised minor issue with survey, which was resolved. Appraisal expires August 21. Anticipate JCFPB will pay full price, and request reimbursement from NRCS. New IRS rules require added documentation of easement for donation deduction.

Easement Inquiries:

- 6/26/2014: Met with landowner discussing long range planning, contemplating easements on 30-, 160- and 246-acre properties.
- 6/30/2014: UU reapplication, met with owner's sister, (new representative) on July 9.

Easement policy/ issues:

- NRCS rule-making re: Regional rate cap – still undecided. Will not be in effect for FY14 applications.
- New NRCS template with forestry language: Still Pending
- New Funding source: Regional Conservation Partnership Program – new USDA program to encourage conservation groups to collaborate. Requirements less restrictive. In-kind services and donations allowed for match. The minimum cash requirement is not yet determined. A pre-proposal has been developed with the WV Ag Land Protection Authority and WV counties in the Chesapeake watershed for \$3MM per year for two years. See attached cover sheet)
- Olcott: Monitoring to be rescheduled in July; meeting proposed to landowner still pending.

FarmBill Agricultural Land Easement (ALE) program Updates:

ALE application schedule for FY14:

- June 3: County application deadline to NRCS
- June 6: NRCS application deadline to Nat'l HQ
- June 27 – States complete eligibility
- July 11 – States upload ranked list to Nat'l HQ
- July 22: National HQ allocation of \$\$ to states
- August 11: Notification for FY 14 funding. Cooperative agreements in states to be executed

Communications/Outreach:

Shepherdstown Rotary Club: Tuesday, August 12.

Administration: Possible Mt Holyoke college grad w/ environmental degree to work on admin projects: database, website, file management, easement records, etc. Meeting on 7/18 with potential volunteer (works for World Wildlife Fund)

Projects in process:

- Identify Professional community for farmland protection outreach & education
- 2014 Annual Report
- Planning - September 17 – 19 WVAFPB meeting, Canaan Valley Resort
- RCPP Grant proposal – pre-proposal submitted through WV Agricultural Land Protection Authority.
- GIS analysis for Conservation Planning: Mike Harman w/ Extension is developing a tool with data from County GIS office.

Events:

- Farm Bureau Picnic – August 6
- Jefferson County Fair August 16 - 23

Committees:

Fundraising/PR Committee items:

1. Assess goals in Strategic Plan, revise action list
2. Plan for Board roles in program support/ fundraising

Easement Committee Items:

1. Revisit policy/process on appraisal requirements
2. Recommend price cap (we do not have an official cap that I can find)
3. Develop Conservation Plan
4. Board participation in monitoring
5. Policy issue: forestry (whenever it emerges from the AG's office)
- ~~6. Policy Issue: Property tax default on easements & threat to easement~~
- ~~7. Policy issue: pipestem connections between non-contiguous parcels~~
8. Service issues: addressing landowner needs for comprehensive planning for sustainable operations, succession, etc to support successful easements
9. ABPP Outreach project (if we get funded, notification in July)
10. New Farmbill rules –regional market rate caps, eminent domain challenges and defense.

Strategic Plan Committee:

1. Need to reschedule Quarterly review

Assume available cash of \$1,500,000

Local Board expense for Buckles	\$680,652.87
Local Board expense for Carter	\$178,500.00
Balance after purchases	\$632,848.00