

Jefferson County Farmland Protection Board

Board Meeting.....Monday, November 10, 2014

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

AGENDA

5:00pm .....Call to Order and Opening Remarks

\* Action item

**Introduction of Guests:** Chris Luttrell

**Approval of Minutes of Previous Meeting (October 14, 2014)\***

**Treasurer's Report \***

**Administrator's Report**

**Unfinished Business**

- Consider for approval: clarification of treasurer's report re: classification of \$145,320 easement cost.
- Consider for approval: Memorandum of Understanding to clarify the original intent of the Rene and Shannon Donley Deed of Conservation Easement \*

**New Business:**

- JCFPB Election of new officers \*
- Annual conflict of interest form
- Consider for approval: Payment of Laurie Scott delinquent property tax & placement of lien on property for the amount of taxes paid\*
- 

**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, November 10, 2014**

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

**MEETING MINUTES**

5:00pm .....Call to Order and Opening Remarks

\* Action item

- Meeting called to order by Ms. McDonald. Attending the meeting were Ms. Tabb, Mr. Ober, Mr. Glenn, Mr. Reisenweber and Ms. Wheeler.
- At the request of the President, Mr. Glenn agreed to take minutes in the absence of Mr. Quinn

**Introduction of Guests:** Grant Smith (LTEP) and Chris Luttrell (via phone)

**Executive Session**

- Mr. Glenn moved that the Board go into Executive Session for consultation with legal counsel regarding the Rene and Shannon Donley Deed of Conservation Easement and the payment of Laurie Scott delinquent property taxes. Mr. Reisenweber seconded. The motion passed unanimously.
- Mr. Glenn moved that the Board come out of Executive Session. Mr. Reisenweber seconded. The motion passed unanimously.

**Approval of Minutes of Previous Meeting (October 14, 2014)\***

- Hearing no objections the minutes were approved with unanimous consent, subject to correction that Mr. Kercheval did not attend the October meeting.

**Treasurer's Report \***

- Mr. Reisenweber presented report and clarified the issue regarding the line entry for \$145,320 under liabilities.
- Mr. Ober moved to accept the Treasurer's Report. Seconded by Mr. Glenn. The motion passed unanimously.

**Administrator's Report**

- Received administrator's report from Ms. Wheeler
  - No additions or discussions beyond written report

**Unfinished Business:**

Consider for approval: clarification of treasurer's report re: classification of \$145,320 easement cost.\*

- Approved under Treasurer's Report.

Consider for approval: Memorandum of Understanding to clarify the original intent of the Rene and Shannon Donley Deed of Conservation Easement\*

- Mr. Glenn moved to authorize counsel for Board and/or Board staff to draft agreement to clarify ambiguity in Shannon and Renee Donley Easement, obtain approvals from all required parties, and draft an option or other instrument to record in the land records to evidence such agreement. Mr. Ober seconded. Motion passed unanimously.

**New Business:**

- JCFPB Election of new officers \*
  - o Mr. Reisenweber moved that current officers remain in office until bylaws review is complete. Ober seconded. Motion passed unanimously.
- Annual conflict of interest form
  - o Ms. Wheeler reported that required forms have been executed by all Board members, except for Nick Kercheval
- Consider for approval: Payment of Laurie Scott delinquent property tax & placement of lien on property for the amount of taxes paid\*
  - o Mr. Ober moved to table issue until next meeting. Seconded by Mr. Reisenweber. The motion passed unanimously.

**Committee Reports**

- Easement Committee
  - o Committee to meet in December.
- Finance Committee – no report.
- Fundraising and Public Relations Committee – no report.
- Personnel Committee/ Board Development – no report.
- Strategic Plan Committee – no report.

**Announcements:**

6:55 pm ----- Adjourn

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**Jefferson County Farmland Protection Board**  
**Balance Sheet**  
**As of October 31, 2014**

	<u>Oct 31, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BCT - ICS	1,358,987.49
BCT - Easement Acquisition Fund	13,359.92
Bank of Charles Town	72,114.08
BCT - Fundraising Account	795.29
BCT - Stewardship Account	12,520.56
<b>Total Checking/Savings</b>	<u>1,457,777.34</u>
<b>Other Current Assets</b>	
Legal Retainer	3,000.00
<b>Total Other Current Assets</b>	<u>3,000.00</u>
<b>Total Current Assets</b>	<u>1,460,777.34</u>
<b>TOTAL ASSETS</b>	<u><b>1,460,777.34</b></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Due to County Commission	16,976.19
<b>Total Other Current Liabilities</b>	<u>16,976.19</u>
<b>Total Current Liabilities</b>	<u>16,976.19</u>
<b>Total Liabilities</b>	16,976.19
<b>Equity</b>	
Reserved for Encumbrances	685,999.26
Reserved for Farmland Protect.	1,343,661.39
Net Income	-585,859.50
<b>Total Equity</b>	<u>1,443,801.15</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><b>1,460,777.34</b></u>

11:10 AM

11/07/14

Accrual Basis

# Jefferson County Farmland Protection Board

## Profit & Loss

October 2014

	Oct 14
Ordinary Income/Expense	
Income	
Transfer Tax	55,953.01
Interest/Dividends	732.86
Contributions Income	60.00
Total Income	56,745.87
Expense	
Dues and Subscriptions	230.00
Professional Fees	
Accounting	525.00
Audit	88.00
Total Professional Fees	613.00
Telephone	150.00
Travel & Ent	
Meals	38.00
Travel	276.33
Total Travel & Ent	314.33
Total Expense	1,307.33
Net Ordinary Income	55,438.54
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Acquisition	540,679.26
Easement Costs	
Legal Fees	865.00
Total Easement Costs	865.00
Total Current Year Encumbrances	541,544.26
Total Other Expense	541,544.26
Net Other Income	-541,544.26
Net Income	<u>-486,105.72</u>

Jefferson County Farmland Protection Board

11/7/2014 11:16 AM

Register: Bank of Charles Town

From 10/01/2014 through 10/31/2014

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>
10/08/2014			Transfer Tax	Deposit		X	55,953.01	74,248.15
10/08/2014	3681	Elizabeth Wheeler	-split-	September Exp...	122.46	X		74,125.69
10/08/2014	3682	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice #14-00...	525.00	X		73,600.69
10/10/2014	3683	West Virginia State ...	Professional Fees:Audit		88.00	X		73,512.69
10/31/2014			Interest/Dividends	Interest		X	38.26	73,550.95
10/31/2014	3684	WVAFBs	Dues and Subscriptions		230.00			73,320.95
10/31/2014	3685	Luttrell & Prezioso, ...	Current Year Encumbr...	Stmt# 17974	865.00			72,455.95
10/31/2014	3686	Elizabeth Wheeler	-split-	October Expen...	341.87			72,114.08

## Jefferson County Farmland Protection Board

### Administrator's Monthly Report ..... November 10, 2014

#### Easement Progress:

- AAA Phase 1 Environmental Report indicates that condition of the buried oil tank needs to be verified.
- Fall Easement monitoring almost complete – Nov. 19 is the last day.

#### Easement Inquiries:

- Oct. 24: Inquiry from owner of 149 ac farm abutting Lorber. 35 ac subdivided.
- Oct. 31: Inquiry from owner of 400+ ac farm. Owner has health issues, may delay application.
- FY15 Applications (Deadline Dec. 1): New applications received from CCC (50 ac) and DDD (70 ac). Re-applications from WW (80 ac) and ZZ (119 ac).

#### Easement policy/ issues:

- Possible tax lien sale on Laurie Scott property (48 ac +/-). Ms. Scott says she will pay on Friday, Nov. 14.

#### Communications/Outreach:

- County Commissioner Lynn Widmyer requested a copy of our policies on board accountability and conflict of interest for discussion with the Commission.
- October 8 – Presentation on JCFPB to Leadership Jefferson
- Participated in meeting with WV Coalition of Land Trusts for collaboration and policy discussion.
- Participated in WordPress workshop with Association of Farmland Protection Boards at NCTC
- Attended Nov. 6 County Commission Public Hearing on the Comprehensive Plan
- Participated LTA Workshop on Board Development with Liz McDonald & Lavonne Paden

#### Administration:

- Updating Website, plan to install PayPal link to Easement Acquisition Fund Account
- Board Conflict of Interest forms
- Compiling list of Board's affiliations with other boards and organizations.

#### Projects in process:

- Identify Professional community for farmland protection outreach & education
- 2014 Annual Report mailing – will dovetail with annual letter
- RCPP Grant proposal – expect notification Friday, Nov. 14 for \$1.2MM award
- ABPP: Organizing writers for Landowners Guide to be used in workshops and for general outreach

#### Events:

- December 7: Shepherdstown Battlefield Preservation Association Annual Meeting
- Dec. 15: Coalition of WV Land Trusts Policy meeting

## Committees:

### Strategic Plan Committee:

1. Next Quarterly review: January

### Fundraising/PR Committee items:

1. Plan for Board roles in program support/ fundraising

### Easement Committee Items:

1. Develop Conservation Plan
2. Policy issue: forestry
3. Service issues: addressing landowner needs for comprehensive planning for sustainable operations, succession, etc to support successful easements
4. New Farmbill rules –regional market rate caps, eminent domain challenges and defense.



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