

Jefferson County Farmland Protection Board

Board Meeting.....Tuesday October 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: Chris Luttrell, Grant Smith, LTEP, Don Owen, Land Trust Alliance

Approval of Minutes of Previous Meeting (September 8, 2014)*

Treasurer's Report *

Administrator's Report

Unfinished Business

- 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: Establish annual title review of protected properties*
- Consider for approval: MOU with the Land Trust Alliance for the Potomac Watershed professional development program for small land trusts *
- Consider for approval: December 1, 2014 deadline for FY15 applications *

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.....Tuesday October 14, 2014

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

MEETING MINUTES

5:02pmCall 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. Quinn, and Ms. Wheeler.

Introduction of Guests: Chris Luttrell, JCFLB Attorney; Grant Smith, LTEP; Don Owen, Land Trust Alliance; Terry Camilletti, LTEP, Mike Harman, WVU Extension

Approval of Minutes of Previous Meeting (September 8, 2014)*

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

Treasurer's Report *

- In absence of Treasurer, Ms. Wheeler presented report. One question regarding 145,320 under liabilities, that was paid. Ms. Wheeler will look into correcting.
- Mr. Glenn moved to accept the Treasurer's Reports subject to clarifications by Treasurer. Seconded by Mr. Ober. The motion passed unanimously.

Administrator's Report

- Received administrator's report from Ms. Wheeler
 - Mr. Harman presented and shared several GIS maps regarding agriculture in Jefferson County. For example, ag use by property size, near streams/water, etc.
 - No additions or discussions beyond written report

Unfinished Business

- Consider for approval: Memorandum of Understanding to clarify the original intent of the Rene and Shannon Donley Deed of Conservation Easement *
 - Grant Smith summarized the concern of deed and exhibit terminology differences.
 - Discussed was the definition of the exception C, and was it meant for farm buildings or intended to be sold later. The consensus discussed was the original intent was for farm operations expansion, and the landowner was paid for the property.
 - Discussed pros & cons to requesting an amendment, correction, etc to deed, and whether was even required given above intent understanding.
 - Rob Glenn moved that board authorize counsel to research the clarification of easement to be recorded in future, and associated options. Seconded by Mr. Ober, approved with one objection by Mr. Quinn that there is sufficient documentation support our original deed intent.

New Business:

- JCFPB Election of new officers *
 - Discussed term limits for positions, need more investigation.

- Tabled until the next meeting
- Annual conflict of interest form
 - Unsure of status of forms, tabled until the next meeting
- Consider for approval: Establish annual title review of protected properties*
 - Mr. Luttrell
 - Mr. Ober moved to authorize review of properties for upcoming year, then review next year. Seconded by Mr. Glenn. The motion passed unanimously.
- Consider for approval: MOU with the Land Trust Alliance for the Potomac Watershed professional development program for small land trusts *
 - Don Owen presented and discussed MOU.
 - Mr. Glenn moved to authorized board President to sign MOU, seconded by Mr. Quinn. The motion passed unanimously.
- Consider for approval: December 1, 2014 deadline for FY15 applications *
 - Mr. Glenn moved to accept committee's application deadline recommendation, seconded by Mr. Ober. The motion passed unanimously.

Committee Reports

- Easement Committee
 - Discussed changed of application deadline.
- Finance Committee – no report.
- Fundraising and Public Relations Committee – no report.
- Personnel Committee/ Board Development – no report.
- Strategic Plan Committee
 - Met on September , updated strategic plan.

Announcements:

6:55 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

3:39 PM
10/10/14
Accrual Basis

Jefferson County Farmland Protection Board
Balance Sheet
As of September 30, 2014

	<u>Sep 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,358,295.15
BCT - Easement Acquisition Fund	13,298.79
Bank of Charles Town	18,207.14
BCT - Fundraising Account	795.22
BCT - Stewardship Account	12,519.50
Total Checking/Savings	<u>1,403,115.80</u>
Other Current Assets	
Legal Retainer	3,000.00
Total Other Current Assets	<u>3,000.00</u>
Total Current Assets	<u>1,406,115.80</u>
TOTAL ASSETS	<u>1,406,115.80</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	16,976.19
Total Other Current Liabilities	<u>16,976.19</u>
Total Current Liabilities	<u>16,976.19</u>
Total Liabilities	16,976.19
Equity	
Reserved for Encumbrances	145,320.00
Reserved for Farmland Protect.	1,343,661.39
Net Income	-99,841.78
Total Equity	<u>1,389,139.61</u>
TOTAL LIABILITIES & EQUITY	<u>1,406,115.80</u>

Jefferson County Farmland Protection Board
Profit & Loss
September 2014

	Sep 14
Ordinary Income/Expense	
Income	
Interest/Dividends	677.37
Contributions Income	10.00
Total Income	687.37
Expense	
Development	9.74
Printing and Reproduction	393.00
Professional Fees	
Computer Support	39.00
Record Digitization	105.00
Total Professional Fees	144.00
Salary & Benefits Expense	16,976.19
Telephone	75.00
Travel & Ent	
Travel	50.85
Total Travel & Ent	50.85
Total Expense	17,648.78
Net Ordinary Income	-16,961.41
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Acquisition	-145,320.00
Easement Costs	
Baselines	1,582.87
Total Easement Costs	1,582.87
Total Current Year Encumbrances	-143,737.13
Total Other Expense	-143,737.13
Net Other Income	143,737.13
Net Income	<u>126,775.72</u>

Jefferson County Farmland Protection Board

10/10/2014 3:40 PM

Register: Bank of Charles Town
 From 09/01/2014 through 09/30/2014
 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>
09/03/2014	3675	WV Dept. of Tax & ...	Development		9.74	X		220,362.18
09/03/2014	3676	United Bankcard	Professional Fees:Com...		39.00	X		220,323.18
09/03/2014	3677	Land Trust of Easter...	-split-		1,582.87			218,740.31
09/04/2014		Luttrell & Prezioso, ...	Current Year Encumbr...	Deposit		X	145,320.00	364,060.31
09/04/2014	3678	Elizabeth Wheeler	-split-	August Expenses	125.85	X		363,934.46
09/04/2014			BCT - ICS	Funds Transfer	145,320.00	X		218,614.46
09/16/2014	3679	Progressive Printing	Printing and Reproduct...	Invoice 40536	393.00			218,221.46
09/22/2014	3680	F. Mark Schiavone	Professional Fees:Reco...		105.00	X		218,116.46
09/23/2014			BCT - ICS	Funds Transfer	200,000.00	X		18,116.46
09/30/2014			Interest/Dividends	Interest		X	90.68	18,207.14

Jefferson County Farmland Protection Board

Administrator's Monthly Report October 14, 2014

Easement Progress:

- AAA accepted for funding by NRCS. Landowner has signed agreement letter. Phase 1 Environmental assessment ordered. Encouraged landowner to seek counsel from tax attorney well in advance of closing. Landowner will request change of future land use classification from commercial to ag land use at Nov 6, 7PM public hearing for Comprehensive Plan. This will not affect appraisal.

Easement Inquiries:

- 9.16.2014: Email sent to owner of 149-acre farm, Harpers Ferry district, per Nick Kercheval's referral.
- 9.24.2014: Landowner seeking new property in Kearneysville area, interested in placing conservation easement on acquisition.
- 10.3.2014 – discussion with landowner re: protection of 150-acre family property near Leetown. Long-term prospect.
- 10.7.2014: Application submitted for 50-acre property in Shepherdstown District. Visited with Russ Quinn.

Easement policy/ issues:

- New NRCS template with forestry language: Still Pending
- 10.8.2014: Lorber property listed for sale for \$594,000 with Kable Realty

Communications/Outreach:

- The September WV Ag bulletin published the Nicewarner press release, Oct. 6 article quotes Helmick supporting farmland protection in E. Panhandle.
- Contacted Eastern Panhandle Organization of Homeowners Associations, Inc. to discuss possible presentations on farmland protection & farmer-HOA relations
- Provided info on farmland protection job description and salary survey to Berkeley County Farmland Protection. Their ED is retiring December 31, and they are seeking a new Director.
- 9.30.14. Met with Sondra Morgan, widow of Scott Morgan, to review deed of easement and deed of restriction with the Nature Conservancy for the wetland restoration project.

Administration:

-

Projects in process:

- Identify Professional community for farmland protection outreach & education
- 2014 Annual Report mailing – will dovetail with annual letter
- RCPP Grant proposal – pre-proposal accepted for funding by Secretary of Agriculture for \$1.3M proposal submitted Sept. 26.
- GIS analysis for Conservation Planning: Mike Harman w/ Extension is developing a tool with data from County GIS office and ABPP.
- ABPP workplan accepted, first partner meeting Sept 15.

Events:

- October 11 – Middleway Day – Information table with Land Trust of the E. Panhandle.
- October 15 - 6:30pm: Jefferson County Extension Service Committee meeting
- October 16 – 3 – 5pm Senator Manchin Open House 261 Aiken Center Martinsburg
- October 21 - 1pm – 4pm: NCTC workshop on Wordpress for WVAFPB members.
- October 22 – 10am – 3pm WV Land Trust Coalition
- October 24 – Agribusiness Conference, Blue Ridge Community & Technical College
- November 6 - 7pm: County Commission Public hearing on Comprehensive Plan
- November 7 - 10:30am – 3:00pm, LTA Workshop, Board Development, Buckeystown, MD

Committees:

Strategic Plan Committee:

1. Quarterly review done Sept. 22nd

Fundraising/PR Committee items:

1. 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. Policy issue: forestry (whenever it emerges from the AG's office)
5. Service issues: addressing landowner needs for comprehensive planning for sustainable operations, succession, etc to support successful easements
6. 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