

Jefferson County Farmland Protection Board

Board Meeting – January 10, 2022.

MEETING MINUTES

Start:

- 6:02 PM. Meeting held via Zoom and Conference Call.
- Meeting called to Order and Opening Remarks by Mr. Glenn (President)
- Attendees – Ms. Wheeler, (Executive Director), Mr. Glenn, Dr. Hetzel, Mr. Perry, Mr. Jarvis, (JCDA Representative), Ms. Tabb (JCC Representative) and Mr. Kercheval.
- Absent – Ms. Johnson

Approval of Minutes of Previous Meeting

- Reviewed Meeting Minutes from December, 2021.
 - The Minutes of the previous meeting were approved by unanimous consent, after corrections by Mr. Glenn
 - Mr. Jarvis seconded the motion.
 - The motion passed unanimously.

Introduction of Guests:

- No guests.

Treasurer's Report

- Consider for approval the December 2021 Treasurer's Report.
 - Mr. Glenn moved to approve the report.
 - Mr. Jarvis seconded the motion.
 - The motion passed unanimously.

Mr. Glenn requested that Mr. Lewis be asked to attend future meetings in order to answer any financial questions from board members.

Administrator's Report

- No further additions to the written report.

New Business:

1. Consider for approval: Memorandum of Agreement between West Virginia Department of Environmental Protection and The Jefferson County Farmland Protection Board and West Virginia Land Stewardship Corporation for Long Term Stewardship of the Morgan Wetland In-Lieu Fee Mitigation Project. *
 - Mr. Glenn moved to approve the Agreement, subject to clarification on the total dollar amount in the Agreement.
 - Dr. Hetzel seconded the motion
 - Hearing no objections, the motion passed unanimously.

2. Consider for approval: Terrafirma Insurance application fee (\$1,400) and premium (\$3,068) for a total of \$4,468. *
 - Mr. Glenn moved to approve the Application, subject to clarification on the deductible and on the understanding that the premium will increase with an increase in the number of properties in easement.
 - Mr. Perry seconded the motion
 - Hearing no objections, the motion passed unanimously

 3. Consider for approval: Fall 2021 Monitoring Reports *
 - Mr. Glenn moved to approve the Fall 2021 Reports.
 - Dr. Hetzel seconded the motion.
 - Hearing no objections, the motion passed unanimously.

 4. Consider for approval: Board acceptance of Form 8283 for Snyder easement *
 - The item was tabled for the next meeting.

 5. Consider for approval: Proposal for bookkeeping services *. (Ms Wheeler contacted six companies requesting a Proposal for bookkeeping. The Board received two proposals, both similar in cost. The Board's current accountant, Ours Lawyer Lewis and Company, LLC, submitted a proposal, which was in line with the other proposals received.
 - Mr. Jarvis moved that the bookkeeping services contract be awarded to be Ours Lawyer Lewis and Company, LLC.
 - Mr. Glenn seconded the motion.
 - Hearing no objections, the motion passed unanimously.
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- **Public Comment**
 - There were no public comments.

 - **Closing Remarks**
 - There were no closing comments.

Adjourn: 6:55pm

The Jefferson County Farmland Protection Board reserves the right to re-arrange items on the agenda if necessary to accommodate time constraints of the public or the Board.

Jefferson County Farmland Protection Board

Balance Sheet

01/08/21

As of December 31, 2020

Accrual Basis

	<u>Dec 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	2,187,656.87
BCT - Easement Acquisition Fund	121,286.37
Bank of Charles Town	98,915.33
BCT - Fundraising Account	1,051.13
BCT - Stewardship Account	13,171.30
	<u>2,422,081.00</u>
Total Checking/Savings	2,422,081.00
Other Current Assets	
Transfer Taxes Receivable	113,143.11
Legal Retainer	3,000.00
Easement Option	10,000.00
	<u>126,143.11</u>
Total Other Current Assets	126,143.11
Total Current Assets	2,548,224.11
Fixed Assets	
Furniture & Fixtures	4,487.90
Computer Equipment	5,676.27
	<u>10,164.17</u>
Total Fixed Assets	10,164.17
TOTAL ASSETS	<u><u>2,558,388.28</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	39,979.07
	<u>39,979.07</u>
Total Other Current Liabilities	39,979.07
Total Current Liabilities	39,979.07
Total Liabilities	39,979.07
Equity	
Reserved for Encumbrances	1,405,872.00
Reserved for Farmland Protect.	1,386,169.87
Net Income	-273,632.66
	<u>2,518,409.21</u>
Total Equity	2,518,409.21
TOTAL LIABILITIES & EQUITY	<u><u>2,558,388.28</u></u>

Jefferson County Farmland Protection Board

01/08/21

Profit & Loss

Accrual Basis

December 2020

	<u>Dec 20</u>
Ordinary Income/Expense	
Income	
Transfer Tax	113,143.11
Interest/Dividends	2,103.87
Contributions Income	<u>12,598.30</u>
Total Income	127,845.28
Expense	
Dues and Subscriptions	216.99
Postage and Delivery	4.80
Professional Fees	
Consulting/Contract	<u>1,598.00</u>
Total Professional Fees	1,598.00
Salary & Benefits Expense	20,976.81
Telephone	150.00
Travel & Ent	
Travel	27.84
Travel & Ent - Other	<u>73.08</u>
Total Travel & Ent	100.92
Total Expense	<u>23,047.52</u>
Net Ordinary Income	104,797.76
Other Income/Expense	
Other Expense	
Conservation Easement Procure	404,621.29
Current Year Encumbrances	
Easement Costs	
Settlement Charges	<u>20.00</u>
Total Easement Costs	20.00
Total Current Year Encumbrances	<u>20.00</u>
Total Other Expense	<u>404,641.29</u>
Net Other Income	<u>-404,641.29</u>
Net Income	<u><u>-299,843.53</u></u>

Jefferson County Farmland Protection Board

1/8/2021 3:42 PM

Register: Bank of Charles Town

From 12/01/2020 through 12/31/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/02/2020			BCT - ICS	Funds Transfer	144.87	X		145,707.63
12/15/2020	4191	James Walker	Professional Fees:Cons...	Invoices 74 & 75	782.00	X		144,925.63
12/15/2020	4192	Lancaster Farming	Dues and Subscriptions	Acct 614812	63.00			144,862.63
12/18/2020	4193	Elizabeth Wheeler	-split-	November Exp...	148.08	X		144,714.55
12/21/2020			Transfer Taxes Receiva...	Deposit		X	91,674.32	236,388.87
12/21/2020	Echeck	Conrad Legal Corpor...	Conservation Easement...	LLL Easement	404,621.29	X		-168,232.42
12/22/2020			BCT - ICS	Funds Transfer		X	265,966.97	97,734.55
12/24/2020			BCT - ICS	Funds Transfer		X	2,020.38	99,754.93
12/30/2020	4194	James Walker	Professional Fees:Cons...	Invoices No. 0...	816.00			98,938.93
12/30/2020	4195	Elizabeth Wheeler	-split-	December Exp...	107.64			98,831.29
12/30/2020			BCT - ICS	Funds Transfer		X	148.08	98,979.37
12/31/2020			Interest/Dividends	Interest		X	55.96	99,035.33
12/31/2020			Current Year Encumbr...	Service Charge	20.00	X		99,015.33
12/31/2020	4196	Sheriff of Jefferson C...	Dues and Subscriptions	December P Ca...	153.99			98,861.34
12/31/2020			BCT - ICS	Funds Transfer		X	53.99	98,915.33

Jefferson County Farmland Protection Board

Administrative Monthly Report January 10, 2022

Easement Progress:

Property SD04 – Aspen Pool: The Yellow Book appraisal is being revised. I prepared drafts of the deed of easement. The baseline has been drafted. The Preservation Plan has been drafted. The survey is complete.

Property KD01 - Snyder Easement Title Insurance policy is still pending.

Property MD01 - Brown (311 ac)- NRCS requested various revisions to survey and title work.

Property SD01 – Hendricks (142 ac) - NRCS requested various revisions to survey and title work. Surveyor will charge us for corrections.

Property HFD02 – C & D Moler (94ac) Survey and Baseline have been ordered.

Property MD02 Kime (178.3 ac) Survey and Baseline have been ordered.

Property MD03 Lotze (45 ac) Survey and Baseline have been ordered.

Property HFD01 RB Moler (175.53 ac) Title work includes mineral rights that will have to be extinguished or declared non-producing. Query sent to NRCS re: affidavit of non-production, as yet unanswered.

Administration:

Building Permit Issues: Jennie Brockman in P&Z will coordinate a meeting with involved departments in January to establish a procedure for handling permit requests for protected properties.

Long Term Management Plan with WVDEP for in-Lieu Fee project (wetland restoration) on Morgan property: TNC is no longer implementing the program. WVDEP prepared draft agreement for future monitoring and management with the Board. WVDEP will purchase and install the boundary signs. \$16,636.67 will be provided in addition to original \$10,000 endowment provided for fence repair, trash removal, and signage. (see attached draft agreement)

Financial:

Terra Firma application: The application period is Dec 1 – Feb 1.

Possible engagement of new accountant – I still have not found another accountant.

2021 Audit – Perry & Associates requested an extension into January.

Donations: \$ 67,000 anonymous donation

Projects in process:

Easement correction/amendment review: Deeds of Correction for Willis, Latterell, and the Bower have been sent to landowners for review. LTEP prepared drafts for Harewood, Sam Donley. Smith-Payne draft prepared.

Current Conditions reports: 18 properties need current conditions reports prepared, mostly for buildings and impervious surface. This will be accomplished using the measurement tool with the high-resolution ortho layer. The landowners will need to sign off on the document. The report will be an addendum to the Baseline Report.

Procedures manual: This is an on-going project to document the program procedures.

Annual Report: Text has been drafted, photos assembled. I am shooting for a January mailing.