

Jefferson County Farmland Protection Board
Board Meeting - Monday, June 13, 2022 6:00 PM

MEETING MINUTES

6:05 PM Meeting held via Zoom and Conference Call.

- Call to Order and Opening Remarks by Mr. Perry, President
- Board Attendees –, Dr. Hetzel, Ms. Johnson, Mr. Perry, Dr. Stine, (7:00 PM arrival) Ms. Tabb (JCC Representative), Mr. Jarvis (JCDA Representative) Ms. Wheeler, (Executive Director)
- A quorum was met with at least four voting members present.
- Board Absentees – Nicholas Kercheval, with notice.

Introduction of Guests: No guests attended the meeting.

Approval of Minutes of Previous Meeting (May 9, 2022)*

- Mr. Perry Moved to approve the Minutes.
- Dr. Hetzel seconded the motion.
- The Minutes were approved by unanimous consent.

Treasurer's Report: *

- Mr. Perry Moved to approve the Treasurers Report.
- Dr. Hetzel seconded the motion.
- The Treasurer's Report was approved by unanimous consent.

Administrator's Report

New Business:

1. Proposed FY 2023 Budget

- Mr. Perry Moved to approve the proposed FY23 Budget.
- Dr. Hetzel seconded the motion.
- The Minutes were approved by unanimous consent.

2. Compensation adjustment of \$1,250, plus benefits for Stewardship Coordinator/Administrative Assistant Rebecca Pearl, effective on July 1, 2022.

- Mr. Perry Moved to approve the Jefferson FPB portion of a salary increase for Ms. Pearl.
- Ms. Johnson seconded the motion.
- The motion passed unanimously.

3. Reimbursement of \$3,500 to John C. Hendricks for property survey.

- Mr. Perry Moved to approve the reimbursement of \$3,500 to John Hendricks.
- Ms. Johnson seconded the motion.
- The motion passed unanimously.

4. **Reimbursement to John C. Hendricks for a forest management plan not to exceed \$300.**
 - Mr. Perry Moved to approve the Reimbursement to Mr. Hendricks for a forest management plan not to exceed \$300.
 - Dr. Stine seconded the motion.
 - The motion passed unanimously.

5. **Appoint Catharine Johnson to Joint Oversight Committee for the Administrative Assistant/Stewardship Coordinator**
 - Mr. Perry moved to approve the Ms. Johnson's appointment to the Oversight Committee.
 - Dr. Stine seconded the motion.
 - The motion passed unanimously.

6. **Authorize Program Director Elizabeth Wheeler to sign NRCS conservation plans for NRCS easements.**
 - Mr. Perry moved to authorize the Ms. Wheeler's signatory approval of NRCS Conservation Plans.
 - Dr. Stine seconded the motion.
 - The motion passed unanimously.

7. **Preparation of RFP for legal services for Jefferson and Berkeley Farmland Protection Boards.**
 - Mr. Perry moved to approve the preparation of the RFP for legal services.
 - Dr. Stine seconded the motion.
 - The motion passed unanimously.

8. Public Comment - none

9. Adjourn. 7:14 PM

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

06/09/22

Balance Sheet

Accrual Basis

As of May 31, 2022

	May 31, 22	May 31, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
BCT - ICS x741	3,243,928.52	2,602,758.27	641,170.25
BCT - Easement Acq. Fund x7404	390,165.78	125,950.48	264,215.30
BCT - Operating x9741	42,717.03	141,955.58	-99,238.55
BCT - Stewardship Reserve x7390	111,152.76	1,052.43	110,100.33
BCT - Stewardship Account x7412	13,227.27	13,187.65	39.62
Total Checking/Savings	3,801,191.36	2,884,904.41	916,286.95
Other Current Assets			
Transfer Taxes Receivable	151,725.20	103,891.25	47,833.95
Legal Retainer	3,000.00	3,000.00	0.00
Total Other Current Assets	154,725.20	106,891.25	47,833.95
Total Current Assets	3,955,916.56	2,991,795.66	964,120.90
Fixed Assets			
Furniture & Fixtures	0.00	2,858.90	-2,858.90
Total Fixed Assets	0.00	2,858.90	-2,858.90
TOTAL ASSETS	3,955,916.56	2,994,654.56	961,262.00
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Due to County Commission	63,559.92	59,118.62	4,441.30
Total Other Current Liabilities	63,559.92	59,118.62	4,441.30
Total Current Liabilities	63,559.92	59,118.62	4,441.30
Total Liabilities	63,559.92	59,118.62	4,441.30
Equity			
Reserved for Encumbrances	1,621,485.00	1,210,844.00	410,641.00
Reserved for Farmland Protect.	1,663,431.01	1,375,920.60	287,510.41
Net Income	607,440.63	348,771.34	258,669.29
Total Equity	3,892,356.64	2,935,535.94	956,820.70
TOTAL LIABILITIES & EQUITY	3,955,916.56	2,994,654.56	961,262.00

Jefferson County Farmland Protection Board

Profit & Loss Budget vs. Actual

July 2021 through May 2022

06/09/22

Accrual Basis

	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Transfer Tax	1,356,281.59	990,000.00	366,281.59	137.0%
Grants	0.00	9,167.00	-9,167.00	0.0%
USDA Matching Grants	0.00	812,056.67	-812,056.67	0.0%
NPS/CWPT/ABPP Grants	0.00	195,066.67	-195,066.67	0.0%
WVALPA Grant	0.00	265,829.00	-265,829.00	0.0%
Interest/Dividends	26,378.24	31,166.67	-4,788.43	84.6%
Contributions Income				
Foundations	1,743.00			
Individuals	159,939.97	0.00	159,939.97	100.0%
Contributions Income - Other	604.22	18,333.33	-17,729.11	3.3%
Total Contributions Income	162,287.19	18,333.33	143,953.86	885.2%
Total Income	1,544,947.02	2,321,619.34	-776,672.32	66.5%
Expense				
COVID-19 Reimbursable Expense	0.00	0.00	0.00	0.0%
Event Expense	0.00	0.00	0.00	0.0%
Advertising & Marketing Expense	2,601.15	1,100.00	1,501.15	236.5%
Bank Service Charges	50.00	137.50	-87.50	36.4%
Conferences Education Training	0.00	1,100.00	-1,100.00	0.0%
Dues and Subscriptions	1,036.85	1,100.00	-63.15	94.3%
Licenses and Permits	150.00	92.00	58.00	163.0%
Miscellaneous	335.99			
Office Supplies	303.17	183.33	119.84	165.4%
Postage and Delivery	198.73	229.00	-30.27	86.8%
Printing and Reproduction	2,499.07	2,291.67	207.40	109.1%
Professional Fees				
Accounting	4,395.00	1,925.00	2,470.00	228.3%
Audit	4,428.00	5,408.33	-980.33	81.9%
Computer Support	903.75	825.00	78.75	109.5%
Consulting/Contract	8,970.00	22,916.67	-13,946.67	39.1%
Terra Firma Insurance	4,468.00	4,401.83	66.17	101.5%
Total Professional Fees	23,164.75	35,476.83	-12,312.08	65.3%
Salary & Benefits Expense	69,634.05	73,870.50	-4,236.45	94.3%
Supplies	0.00	458.00	-458.00	0.0%
Telephone	750.00	825.00	-75.00	90.9%
Travel & Ent				
Meals	0.00	0.00	0.00	0.0%
Travel	465.67	458.33	7.34	101.6%
Travel & Ent - Other	439.74	275.00	164.74	159.9%
Total Travel & Ent	905.41	733.33	172.08	123.5%
Total Expense	101,629.17	117,597.16	-15,967.99	86.4%
Net Ordinary Income	1,443,317.85	2,204,022.18	-760,704.33	65.5%
Other Income/Expense				
Other Income				
Prior Years Encumbrances				
Easement Acquisition	0.00	0.00	0.00	0.0%
Total Prior Years Encumbrances	0.00	0.00	0.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Other Expense				
Conservation Easement Procure	603,559.00	1,294,557.00	-690,998.00	46.6%
Current Year Encumbrances				
Easement Acquisition	209,191.00			
Easement Costs				
Baselines	1,158.75	4,033.00	-2,874.25	28.7%
Title Search/Appraisal Reimb.	53.00			
Surveys	13,937.00	27,500.00	-13,563.00	50.7%
Appraisals	4,000.00	5,500.00	-1,500.00	72.7%
Settlement Charges	3,978.47	20,167.00	-16,188.53	19.7%
Other	0.00	110,000.00	-110,000.00	0.0%
Easement Costs - Other	0.00	0.00	0.00	0.0%
Total Easement Costs	23,127.22	167,200.00	-144,072.78	13.8%
Total Current Year Encumbrances	232,318.22	167,200.00	65,118.22	138.9%

Jefferson County Farmland Protection Board

Profit & Loss Budget vs. Actual

July 2021 through May 2022

	Jul '21 - May 22	Budget	\$ Over Budget	% of Budget
Other Expenses	0.00			
Total Other Expense	835,877.22	1,461,757.00	-625,879.78	57.2%
Net Other Income	-835,877.22	-1,461,757.00	625,879.78	57.2%
Net Income	607,440.63	742,265.18	-134,824.55	81.8%

Jefferson County Farmland Protection Board

Profit & Loss

06/07/22

May 2022

Accrual Basis

	May 22	May 21	\$ Change	% Change
Ordinary Income/Expense				
Income				
Transfer Tax	151,728.08	103,891.25	47,836.83	46.1%
Interest/Dividends	2,883.28	2,268.95	614.33	27.1%
Contributions Income				
Foundations	30.00	0.00	30.00	100.0%
Individuals	600.00	13.51	586.49	4,341.2%
Total Contributions Income	630.00	13.51	616.49	4,563.2%
Total Income	155,241.36	106,173.71	49,067.65	46.2%
Expense				
Advertising & Marketing Expense	1,040.00	18.00	1,022.00	5,677.8%
Bank Service Charges	25.00	0.00	25.00	100.0%
Dues and Subscriptions	0.00	14.99	-14.99	-100.0%
Office Supplies	53.99	129.66	-75.67	-58.4%
Postage and Delivery	2.56	0.00	2.56	100.0%
Professional Fees				
Accounting	675.00	0.00	675.00	100.0%
Audit	4,100.00	0.00	4,100.00	100.0%
Computer Support	0.00	39.00	-39.00	-100.0%
Consulting/Contract	0.00	1,600.00	-1,600.00	-100.0%
Total Professional Fees	4,775.00	1,639.00	3,136.00	191.3%
Telephone	75.00	75.00	0.00	0.0%
Travel & Ent				
Travel	98.76	6.72	92.04	1,369.6%
Total Travel & Ent	98.76	6.72	92.04	1,369.6%
Total Expense	6,070.31	1,883.37	4,186.94	222.3%
Net Ordinary Income	149,171.05	104,290.34	44,880.71	43.0%
Other Income/Expense				
Other Expense				
Current Year Encumbrances				
Easement Costs				
Surveys	4,950.00	0.00	4,950.00	100.0%
Other	0.00	5,999.99	-5,999.99	-100.0%
Total Easement Costs	4,950.00	5,999.99	-1,049.99	-17.5%
Total Current Year Encumbrances	4,950.00	5,999.99	-1,049.99	-17.5%
Total Other Expense	4,950.00	5,999.99	-1,049.99	-17.5%
Net Other Income	-4,950.00	-5,999.99	1,049.99	17.5%
Net Income	144,221.05	98,290.35	45,930.70	46.7%

Jefferson County Farmland Protection Board

Administrative Monthly Report June 13, 2022

Easement Progress:

Property SD04 – Aspen Pool: The easement package was sent on 5/2/2022 to WVDACH and ABPP. ABT will provide \$10,000 towards the closing costs.

Property MD01 - Brown (311 ac)- NRCS National Appraiser is reviewing the appraisal as the easement value is above \$1MM. NRCS & WVALPA are reviewing package components.

Property SD01 – Hendricks (142 ac) - All easement package components submitted on 4/15/2022 to NRCS and WVALPA. NRCS is reviewing the package.

Property HFD02 – C & D Moler (93.5 ac) The survey is complete. The appraisal is being revised. Baseline draft prepared. Deed template prepared.

Property MD02 Kime (178.3 ac) Baseline field work done June 4. Deed template prepared. WVDEP's REAP program (Rehabilitation Environmental Action Plan) completed sinkhole cleanup.

Property MD03 Lotze (45 ac) The baseline has been ordered. Deed template prepared.

Property HFD01 RB Moler (175.53 ac) This property is in FY22 application with NRCS who will notify us of their decision – unknown deadline.

Property SD05 – 72 acres. Application submitted to The WV Agricultural Land Protection Authority (WVALPA) on 4/22/22. Property not selected.

Existing Easements:

Property MM wetland disturbance update: Approval of the Board's revised Long Term Management Plan with WVDEP has been delayed pending the resolution of the disturbances in the adjacent wetland and the Morgan wetland.

Administration:

Easement FY23 Application Cycle Advertising: The FY23 application notice postcard was mailed the first week of June to 405 landowners with properties 20 acres and above. Ads have been running in the Spirit, the Eastern Panhandle Conservation District newsletter, the WVU Extension newsletter and FaceBook.

Legal Counsel: I am working with Berkeley County Farmland Protection Board's Director to find legal counsel in addition to the closing services provided by Conrad Legal Corporation.

Personnel:

Joint Oversight Committee: The Jefferson & Berkeley committee met May 17 to evaluate Administrative Assistant/Stewardship Coordinator Rebecca Pearl.

Personnel Committee: Committee should be convened to plan for replacement to fill Director's position at the end of 2023.

Financial:

Stewardship Reserve: Current Stewardship Reserve balance is in conformance with the TerraFirma recommendation, including the pending 6 easements.

ICS Account: The ICS account for the Acquisition Fund has been established. This will help maintain our combined BCT accounts under the \$250,000 limit that should be maintained.

Budget Committee: The Committee met June 6 to review the proposed budget.

Events:

June 9: I presented program information at a meeting held by the Shepherdstown Battlefield Preservation Association.

July 13: The quarterly meeting for the WV Association of Farmland Protection Boards at Seneca Rocks Discovery Center, 12:30pm – 4pm.

Board Training opportunity: WV Association of Farmland Protection Boards conference at Canaan Valley Resort, from Wednesday 28 through Friday 30 September. Topics include Succession and Sustainability, Stewardship issues and the law, Legislative issues.

Projects in process:

Easement correction/amendment review: Grant Smith with LTEP is furthering all Deeds of Correction for battlefield easements.

Stewardship Coordinator/Administrative Assistant: Conversion of database to new easement naming system, re-linking files.

Procedures manual: This is an on-going project to document the program procedures. All computer folders have been reviewed and edited to remove redundant or obsolete content and reorganized.

Stewardship Coordinator/Administrative Assistant Activity Report: May 2022

Administrative Tasks

- Filed paperwork.
- Backed up OneDrive weekly and backed up to external hard drive at the end of the month.
- Cleaned up, organized, and edited documents in the OneDrive in order to streamline online files.
- Checked for missing easement files in the OneDrive, office files, and archive files. Updated the compiled list and sent to LTEP.

Stewardship Tasks

- Updated York Hill easement shapefile to reflect the two parcels owned separately.
- Completed final processing of all spring monitoring reports and prepared reports to send out to property owners.
- Updated Visits tab in EIS of all spring monitoring visits.
- Began project: updating new PID numbers by creating a renumbering key for all OneDrive files. Finished updating all layers in ArcGIS Pro with new PID numbers, created new easement documentation report binder labels for the office.
- Created choropleth analysis map of large agricultural parcels in the county and uploaded it as a web map to ArcGIS Online.
- Updated easement layers in ArcGIS Online to clean up the linked content in Survey123.
- Continued ESRI training on Python.