

Jefferson County Farmland Protection Board
Board Meeting - Monday, July 11, 2022 6:00 PM

MEETING MINUTES

Meeting held via Zoom and Conference Call.

- Board Attendees –, Dr. Hetzel, Ms. Johnson, Mr. Perry, Dr. Stine, Mr. Jarvis (JCDA Representative) Ms. Wheeler, (Executive Director)
- A quorum was met with at least four voting members present.
- Board Absentees – Nicholas Kercheval, Jane Tabb (JCC Representative),

6:05 PMCall to Order and Opening Remarks by Mr. Perry, President

Introduction of Guests

Approval of Minutes of Previous Meeting (June 13, 2022) – Mr. Jarvis moved to approve the minutes; seconded by Mr. Perry; approved by unanimous consent.

Approval of Treasurer’s Report: Approval of the report moved by Mr. Perry; seconded by Mr. Kercheval, approved by unanimous consent.

Administrator’s Report: (attached)

New Business:

Consider for approval: JCFPB 50% contribution of up to \$1,000 for Rebecca Pearl’s travel, lodging, and registration for the Land Trust Alliance educational conference on September 15-17, 2022. Mr. Perry moved to approve the expense; seconded by Mr. Jarvis, approved by unanimous consent.

Consider for approval: Keller Engineering quote for \$7,500 for the survey for the 173-ac FY22_HFD01 property. Ms. Johnson moved to approve the expense; seconded by Mr. Jarvis, approved by unanimous consent.

Public Comment

Closing Remarks

Adjourn. 6:38 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

Administrative Monthly Report July 11, 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. Landowner is concerned about increase in value and resulting bargain sale amount, and considering withdrawal.

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 draft and revised deed template provided to landowners. Rob Glenn assisted with language regarding retained development rights.

Property MD03 Lotze (45 ac) The baseline fieldwork done on June 25, baseline draft received. Deed template prepared. Landowner subsequently requested additional RoW, and P&Z required completion of permit for accessory dwelling. Project is on hold pending resolution of changes.

Property HFD01 RB Moler (175.53 ac) This property is in FY22 application. NRCS notified us of acceptance of application on June 17. Landowner notified by mail, with request for confirmation.

Existing Easements:

Property 31 Morgan/Hewitt 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.

Property 13 – Ellis/Brown: Landowner request for permission to pave driveway because of rain washouts of gravel. This is a repeat of a request from 2018 that LTEP denied. Grant Smith asked me to confer with my contact at ABPP.

Easement Applications: To date received three inquiries. Two plan to apply.

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.

Comcast: Billing sent to wrong address, and we received shut-off notice. Payment was remitted, address corrected. Internet connection has been spotty for the last 3 weeks, with lengthy outages on 7/5 and entire outage on 7/6, and 3 hours service both on 7/7 and 7/8. Tech #3 identified possible damage to the line coming into the building. Next step is for Comcast Engineer to assess the line.

Personnel:

Personnel Committee: Committee should be convened to plan for replacement to fill Director’s position.

Financial: Donations: \$820

Events:

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

August 10: Active shooter training, provided for all county employees.

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:

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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: 2022

Administrative Tasks

- Filed paperwork.
- Backed up OneDrive weekly and backed up to external hard drive at the end of the month. Created a scheduled robocopy to run every Friday so manual weekly backups are no longer needed.
- Organized and edited documents in the OneDrive once more for easier reference in the Procedures Manual.
- Updated list of missing easement documents after receiving some documents from LTEP.

Stewardship Tasks

- Worked on project: updating new PID (Property Identification) numbers by creating a renumbering key for all OneDrive files.
 - All digital files have been renamed, all information and links in EIS have been updated, reconfigured the EIS drop-down menus to reflect the new change, baseline binders in the office have all been updated and reorganized, and all archive files have updated and reorganized.
- Generated new closed easement map and status map to reflect changes in applicants' status.
- Generated inquiry maps and soil maps for new inquiries.
- Began checking current conditions reports for significant changes in impervious surfaces since the baseline.
- Began compiling a list of GIS layer sources to put on the website for transparency.
- Attended the Western Maryland GIS Users Group meeting in Frederick, MD, on 24 June.
- Continued ESRI training on Python.

Jefferson County Farmland Protection Board

07/08/22

Balance Sheet

Accrual Basis

As of June 30, 2022

	Jun 30, 22	Jun 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
BCT - Operating x9741	143,565.86	52,565.89	90,999.97
BCT - Stewardship Reserve x7390	111,184.73	1,052.69	110,132.04
BCT - Stewardship Account x7412	13,230.53	13,190.91	39.62
BCT - Easement Acq. Fund x7404	5.54	126,190.24	-126,184.70
BCT - ICS x741	3,391,905.37	2,707,076.09	684,829.28
BCT - ICS EAF x404	289,927.32	0.00	289,927.32
Total Checking/Savings	3,949,819.35	2,900,075.82	1,049,743.53
Other Current Assets			
Transfer Taxes Receivable	132,123.20	172,649.19	-40,525.99
Legal Retainer	3,000.00	3,000.00	0.00
Total Other Current Assets	135,123.20	175,649.19	-40,525.99
Total Current Assets	4,084,942.55	3,075,725.01	1,009,217.54
TOTAL ASSETS	4,084,942.55	3,075,725.01	1,009,217.54
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
Accounts Payable	154.68	0.00	154.68
Total Accounts Payable	154.68	0.00	154.68
Other Current Liabilities			
Due to County Commission	86,956.23	0.00	86,956.23
Total Other Current Liabilities	86,956.23	0.00	86,956.23
Total Current Liabilities	87,110.91	0.00	87,110.91
Total Liabilities	87,110.91	0.00	87,110.91
Equity			
Reserved for Encumbrances	2,124,639.00	1,412,294.00	712,345.00
Reserved for Farmland Protect.	1,663,431.01	1,375,920.60	287,510.41
Net Income	209,761.63	287,510.41	-77,748.78
Total Equity	3,997,831.64	3,075,725.01	922,106.63
TOTAL LIABILITIES & EQUITY	4,084,942.55	3,075,725.01	1,009,217.54

Jefferson County Farmland Protection Board

Profit & Loss Budget vs. Actual

07/08/22

July 2021 through June 2022

Accrual Basis

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Transfer Tax	1,488,407.20	1,080,000.00	408,407.20	137.8%
Grants	0.00	10,000.00	-10,000.00	0.0%
USDA Matching Grants	0.00	885,880.00	-885,880.00	0.0%
NPS/CWPT/ABPP Grants	0.00	212,800.00	-212,800.00	0.0%
WVALPA Grant	0.00	289,995.00	-289,995.00	0.0%
Interest/Dividends	29,301.59	34,000.00	-4,698.41	86.2%
Contributions Income				
Foundations	1,743.00			
Individuals	160,724.97	0.00	160,724.97	100.0%
Contributions Income - Other	604.22	20,000.00	-19,395.78	3.0%
Total Contributions Income	163,072.19	20,000.00	143,072.19	815.4%
Total Income	1,680,780.98	2,532,675.00	-851,894.02	66.4%
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	2,726.15	1,200.00	1,526.15	227.2%
Bank Service Charges	75.00	150.00	-75.00	50.0%
Conferences Education Training	0.00	1,200.00	-1,200.00	0.0%
Dues and Subscriptions	1,036.85	1,200.00	-163.15	86.4%
Licenses and Permits	150.00	100.00	50.00	150.0%
Miscellaneous	389.98			
Office Supplies	303.17	200.00	103.17	151.6%
Postage and Delivery	200.09	250.00	-49.91	80.0%
Printing and Reproduction	2,766.38	2,500.00	266.38	110.7%
Professional Fees				
Accounting	4,395.00	2,100.00	2,295.00	209.3%
Audit	4,428.00	5,900.00	-1,472.00	75.1%
Computer Support	931.25	900.00	31.25	103.5%
Consulting/Contract	8,970.00	25,000.00	-16,030.00	35.9%
Terra Firma Insurance	4,468.00	4,802.00	-334.00	93.0%
Total Professional Fees	23,192.25	38,702.00	-15,509.75	59.9%
Salary & Benefits Expense	93,030.36	80,586.00	12,444.36	115.4%
Supplies	0.00	500.00	-500.00	0.0%
Telephone	900.00	900.00	0.00	100.0%
Travel & Ent				
Meals	0.00	0.00	0.00	0.0%
Travel	603.16	500.00	103.16	120.6%
Travel & Ent - Other	439.74	300.00	139.74	146.6%
Total Travel & Ent	1,042.90	800.00	242.90	130.4%
Total Expense	125,813.13	128,288.00	-2,474.87	98.1%
Net Ordinary Income	1,554,967.85	2,404,387.00	-849,419.15	64.7%
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	1,412,244.00	-808,685.00	42.7%
Current Year Encumbrances				
Easement Acquisition	712,345.00			
Easement Costs				
Baselines	1,158.75	4,400.00	-3,241.25	26.3%
Title Search/Appraisal Reimb.	53.00			
Surveys	20,112.00	30,000.00	-9,888.00	67.0%
Appraisals	4,000.00	6,000.00	-2,000.00	66.7%
Settlement Charges	3,978.47	22,000.00	-18,021.53	18.1%
Other	0.00	120,000.00	-120,000.00	0.0%
Easement Costs - Other	0.00	0.00	0.00	0.0%
Total Easement Costs	29,302.22	182,400.00	-153,097.78	16.1%
Total Current Year Encumbrances	741,647.22	182,400.00	559,247.22	406.6%

Jefferson County Farmland Protection Board

Profit & Loss Budget vs. Actual

July 2021 through June 2022

	Jul '21 - Jun 22	Budget	\$ Over Budget	% of Budget
Other Expenses	0.00			
Total Other Expense	1,345,206.22	1,594,644.00	-249,437.78	84.4%
Net Other Income	-1,345,206.22	-1,594,644.00	249,437.78	84.4%
Net Income	209,761.63	809,743.00	-599,981.37	25.9%

Jefferson County Farmland Protection Board

Profit & Loss

07/08/22

July 2021 through June 2022

Accrual Basis

	Jul '21 - Jun 22	Jul '20 - Jun 21	\$ Change
Ordinary Income/Expense			
Income			
Transfer Tax	1,488,407.20	1,286,290.04	202,117.16
Grants	0.00	7,607.00	-7,607.00
Interest/Dividends	29,301.59	25,908.51	3,393.08
Contributions Income			
Foundations	1,743.00	0.00	1,743.00
Individuals	160,724.97	13.51	160,711.46
Contributions Income - Other	604.22	18,694.65	-18,090.43
Total Contributions Income	163,072.19	18,708.16	144,364.03
Total Income	1,680,780.98	1,338,513.71	342,267.27
Expense			
COVID-19 Reimbursable Expense	0.00	30.98	-30.98
Advertising & Marketing Expense	2,726.15	1,102.41	1,623.74
Bank Service Charges	75.00	0.00	75.00
Dues and Subscriptions	1,036.85	1,191.88	-155.03
Licenses and Permits	150.00	55.00	95.00
Miscellaneous	389.98	0.00	389.98
Office Supplies	303.17	3,022.46	-2,719.29
Postage and Delivery	200.09	180.80	19.29
Printing and Reproduction	2,766.38	2,232.00	534.38
Professional Fees			
Accounting	4,395.00	2,100.00	2,295.00
Audit	4,428.00	5,292.00	-864.00
Computer Support	931.25	1,516.47	-585.22
Consulting/Contract	8,970.00	19,148.08	-10,178.08
Terra Firma Insurance	4,468.00	0.00	4,468.00
Total Professional Fees	23,192.25	28,056.55	-4,864.30
Salary & Benefits Expense	93,030.36	81,465.59	11,564.77
Supplies	0.00	109.10	-109.10
Telephone	900.00	900.00	0.00
Travel & Ent			
Travel	603.16	237.84	365.32
Travel & Ent - Other	439.74	234.32	205.42
Total Travel & Ent	1,042.90	472.16	570.74
Total Expense	125,813.13	118,818.93	6,994.20
Net Ordinary Income	1,554,967.85	1,219,694.78	335,273.07
Other Income/Expense			
Other Expense			
Conservation Easement Procure	603,559.00	901,358.08	-297,799.08
Current Year Encumbrances			
Easement Acquisition	712,345.00	0.00	712,345.00
Easement Costs			
Baselines	1,158.75	3,128.98	-1,970.23
Title Search/Appraisal Reimb.	53.00	0.00	53.00
Surveys	20,112.00	13,731.32	6,380.68
Appraisals	4,000.00	4,500.00	-500.00
Settlement Charges	3,978.47	3,398.00	580.47
Other	0.00	5,999.99	-5,999.99
Easement Costs - Other	0.00	68.00	-68.00
Total Easement Costs	29,302.22	30,826.29	-1,524.07
Total Current Year Encumbrances	741,647.22	30,826.29	710,820.93
Other Expenses	0.00	0.00	0.00
Total Other Expense	1,345,206.22	932,184.37	413,021.85
Net Other Income	-1,345,206.22	-932,184.37	-413,021.85
Net Income	209,761.63	287,510.41	-77,748.78

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