

Jefferson County Farmland Protection Board

Board Meeting Wednesday, November 16, 2022 6:00 PM

Jefferson County WVU Extension Meeting Room
1948 Wiltshire Road, Kearneysville, WV

Minutes

- Board Attendees –, Neill Banks, Erik Berndt, Dr. Hetzel, Cathy Johnson, Dr. Stine, Jane Tabb (JCC Representative), Ms. Wheeler, (Executive Director)
- A quorum was met with at least four voting members present.
- Board Absentees – Mr. Jarvis (JCDA Representative) without notice

* Action item

6:04 PMCall to Order and Opening Remarks

Introduction of Guests: Rob Glenn, Board Counsel

Approval of Minutes of Previous Meeting (October 11, 2022) Dr. Stine moved to approve the minutes, seconded by Erik Berndt, approved unanimously.

Approval of Treasurer's Report: Dr. Stine moved to approve the Treasurer's Report, seconded by Mr. Banks, approved unanimously.

Administrator's Report

New Business:

1. **Consider for approval:** Reimbursement of \$124.00 to Colin Stine for lodging and meals for the WV Association of Farmland Protection Boards conference at Canaan Valley Resort. **Tabled for December meeting.**
2. **Consider for approval: Funding commitment of \$750,000 of county funds for Property 2023-01, 154 acres, Rank: 71.48 points. Total price: \$750,000 (\$4,870/acre).** Dr. Stine moved to approve the commitment, seconded by Ms. Johnson, approved unanimously.
3. **Consider for approval: Funding commitment of \$472,500 pending NRCS match for Property 2023-05, 161.52 acres, Rank 69.41 points. Total price: \$945,000 (\$5,850/acre).** Dr. Stine moved to approve the funding commitment, seconded by Mr. Banks, approved unanimously.
4. **Consider for approval: Funding commitment of \$486,234 pending ABPP match for Property 2023-03, 149.61 acres, Rank 68.18 points. Total price: \$972,465 (\$6,500/acre).** Moved by Neill Banks to approve the funding commitment, seconded by Dr. Stine, approved unanimously.

5. **Consider for approval: Funding commitment of \$140,725 pending NRCS match for Property 2023-02, 43.3 acres, Rank 60.3 points. Total price: \$281,450 (\$6,500/acre).** Moved by Mr. Berndt to approve the funding commitment, seconded by Dr. Hetzel, approved unanimously
6. **Discuss deed of easement revisions proposed by property owner for Property 2020-05.** Rob Glenn discussed his memo circulated earlier to the Board about the proposed revisions. The revisions include definition of allowed structures and camping allowances and restrictions in the 10-acre residential area, inclusion of proposed language for procedures for stewardship and amendment (which is more explicit than the provisions in the Board's deed template). The proposed language for termination and condemnation will not be changed. The Board approved Rob Glenn's continued discussion of the memo items with the property owner.
7. **Consider for approval: Revisions to deed of easement for Property 2020-05.** No motion was made.

Public Comment
Closing Remarks
Adjourn.

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

12/08/22

Balance Sheet

Accrual Basis

As of November 30, 2022

	<u>Nov 30, 22</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - Operating x9741	149,971.57
BCT - Stewardship Reserve x7390	111,386.38
BCT - Stewardship Account x7412	13,252.90
BCT - ICS x740	3,884,567.77
BCT - ICS EAF x034	291,665.08
Total Checking/Savings	<u>4,450,843.70</u>
Other Current Assets	
Transfer Taxes Receivable	109,225.60
Legal Retainer	3,000.00
Total Other Current Assets	<u>112,225.60</u>
Total Current Assets	<u>4,563,069.30</u>
TOTAL ASSETS	<u>4,563,069.30</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,350.00
Total Accounts Payable	<u>1,350.00</u>
Other Current Liabilities	<u>0.00</u>
Total Current Liabilities	<u>1,350.00</u>
Total Liabilities	1,350.00
Equity	
Reserved for Encumbrances	1,915,185.00
Reserved for Farmland Protect.	1,864,053.44
Net Income	782,480.86
Total Equity	<u>4,561,719.30</u>
TOTAL LIABILITIES & EQUITY	<u>4,563,069.30</u>

Jefferson County Farmland Protection Board

12/08/22

Profit & Loss

Accrual Basis

July through November 2022

	Jul - Nov 22	Jul - Nov 21	\$ Change
Ordinary Income/Expense			
Income			
Transfer Tax	562,680.13	681,803.49	-119,123.36
Interest/Dividends	17,253.13	10,720.86	6,532.27
Contributions Income			
Corporations	64.20	0.00	64.20
Individuals	475.00	24.89	450.11
Contributions Income - Other	544.55	254.22	290.33
Total Contributions Income	1,083.75	279.11	804.64
Miscellaneous Income	10,278.74	0.00	10,278.74
Total Income	591,295.75	692,803.46	-101,507.71
Expense			
Advertising & Marketing Expense	806.88	761.15	45.73
Bank Service Charges	125.00	0.00	125.00
Dues and Subscriptions	150.00	351.85	-201.85
Licenses and Permits	0.00	150.00	-150.00
Miscellaneous	365.86	-0.26	366.12
Office Supplies	156.92	161.42	-4.50
Postage and Delivery	195.44	143.51	51.93
Printing and Reproduction	17.50	304.39	-286.89
Professional Fees			
Accounting	3,375.00	1,050.00	2,325.00
Computer Support	100.00	195.00	-95.00
Consulting/Contract	0.00	8,870.00	-8,870.00
Total Professional Fees	3,475.00	10,115.00	-6,640.00
Salary & Benefits Expense	5,613.81	22,395.22	-16,781.41
Telephone	300.00	375.00	-75.00
Travel & Ent			
Travel	394.45	142.24	252.21
Travel & Ent - Other	0.00	439.74	-439.74
Total Travel & Ent	394.45	581.98	-187.53
Utilities	1,064.90	0.00	1,064.90
Total Expense	12,665.76	35,339.26	-22,673.50
Net Ordinary Income	578,629.99	657,464.20	-78,834.21
Other Income/Expense			
Other Expense			
Conservation Easement Procure	0.00	603,559.00	-603,559.00
Current Year Encumbrances			
Easement Acquisition	-209,454.00	0.00	-209,454.00
Easement Costs			
Easement Administration	1,692.37	0.00	1,692.37
Baselines	3,235.76	1,158.75	2,077.01
Settlement Charges	0.00	3,978.47	-3,978.47
Total Easement Costs	4,928.13	5,137.22	-209.09
Total Current Year Encumbrances	-204,525.87	5,137.22	-209,663.09
Other Expenses	0.00	0.00	0.00
Total Other Expense	-204,525.87	608,696.22	-813,222.09
Net Other Income	204,525.87	-608,696.22	813,222.09
Net Income	783,155.86	48,767.98	734,387.88

Jefferson County Farmland Protection Board

Administrative Monthly Report November 16, 2022

Easement Progress:

Property 2019-01 - Brown (311 ac)- NRCS review nearing completion. Possible closing January 9 or 16.

Property 2020-03 – Hendricks (142 ac) - NRCS review nearing completion, Possible closing January 9 or 16.

Property 2020-02 – C & D Moler (93.5 ac) The survey is complete. NRCS approved the revised appraisal. Baseline draft prepared. Deed template prepared.

Property 2020-05 Kime (178.3 ac) Baseline draft and revised deed template provided to landowners, who returned an easement draft with extensive edits. Rob Glenn & Liz Wheeler worked on revision.

Property 2021-03 Lotze (45 ac) Property MD03 Lotze (45 ac) All documents prepared for the project for submission for county approval for the December 1 Commission meeting. The landowner wishes to close in January 2023.

Property 2020-04 RB Moler (175.53 ac) Initial project work is underway: The survey has been ordered, baseline placeholder confirmed, and appraisal ordered. The NRCS Parcel Cost Share Contract and other documents have been signed. The cooperative agreement for this RCPP-funded project is pending.

Existing Easements:

Property 31 - Morgan/Hewitt The Long-Term Management Plan with WVDEP and endowment funding pending.

Property 13 – Ellis/Brown: Rob Glenn is reviewing the Deed of Amendment with Land Trust of the E. Panhandle changes.

Protected properties for sale: Borden Farm (278 acres), Magaha (104 acres) Renaud (73 acres)

Easement Applications:

Five applications were received and reviewed by the Easement Committee.

Easement Inquiry: 11/16/22: 127 acres, Shepherdstown District

Pending Easement: Faraway Farm (122 acres) abutting the Moore and Ellis easements, is scheduled to close Nov. 30, with Land Trust of the E. Panhandle as easement holder, funded by American Battlefield Trust, American Battlefield Protection Program & Shepherdstown Battlefield Preservation Association.

Administration:

Audit: 2022 Audit is being conducted by Perry and Associates.

Financial: Individual gifts: \$220.00

Projects in process:

Easement correction/amendment review: NRCS agreed to accept five deeds of correction for review – (NRCS-funded easements). I requested that the Latterell Easement be expedited. Grant Smith with LTEP is furthering deeds of correction for four battlefield easements with the ABPP office.

Projects in process (continued):

Procedures manual: The Procedures Manual and Continuation of Operations Plan have been drafted.

Strategic Plan Update: Prepared easement cost projections and annotation of the Strategic Plan.

Bylaws Revision: The current bylaws should be reviewed and revised. I have discussed this with the county Administrator.

Policy Review: Our policies established beginning in 2013 should be reviewed and updated. We should have a more explicit reimbursement policy.

Stewardship Coordinator/Administrative Assistant Rebecca Pearl

Activity Report: October 2022

Administrative Tasks

- Filed paperwork.
- Backed up OneDrive to external hard drive at the end of the month.
- Began project: compiling policy documents with a linked table of contents.
- Created archive folders for soon-to-close properties.

Stewardship Tasks

- Scheduled all fall monitoring visits and prepared materials for monitoring season.
- Attended monitoring visits for groups H, F and G. (26 properties)
- Processed all maps and reports for monitoring visits, ready for Easement Committee review.
- Created initial property visit reports and maps for two applicant properties.
- Input new applicant information in AIS.
- Generated all inquiry maps for new applicants.
- Updated easement status map as of 27 October, including funded properties and new applicants.

Rebecca will research options for phone or tablet equipment to use for monitoring. Currently we use our phones for field work. We should have a device owned by the Board.