

## Jefferson County Farmland Protection Board

### **Board Meeting Monday, January 9, 2023 6:00 PM**

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

### **Minutes**

\* Action item

6:07 PM .....Call to Order and Opening Remarks

#### **Introduction of Guests**

**Approval of Minutes of Previous Meeting** (November 16, 2022) \* Motion by Mr. Jarvis to accept the minutes, seconded by Dr. Stine, Amended by Jane Tabb to replace “approved by unanimous consent” to “ the motion was unanimously approved.” The amended motion was unanimously approved.

**Approval of Treasurer’s Report:** (November 2022 and December 2022) \* Motion by Mr. Jarvis to approve the Treasurer’s report, seconded by Dr. Stine and unanimously approved.

#### **Administrator’s Report**

#### **New Business:**

1. Consider for approval: Reimbursement of \$210.25 to Colin Stine for mileage, lodging and meals for the September WV Association of Farmland Protection Boards conference at Canaan Valley Resort. \* Motion by Mr. Jarvis to approve the reimbursement, seconded by Mr. Berndt, and unanimously approved with Dr. Stine abstaining.
2. Consider for approval: Fall Monitoring reports for the following 26 easements: Ellis, Pamplin-Mills, Hammond, Olcott, Fiddlers Bottom, LLC, Claymont, Burch, Morgan, Henshaw, Gray, Smith, The Bower, Stehr, Nicewarner, Moore, Aspen Pool Farm, Inc, Witt, McCormick, Lewis, Latterell, Donley, Sam, Donley, Shannon, Donley, William, Willard, Snyder, Willis.\* Motion by Ms. Tabb to approve the Fall 2022 Monitoring reports, seconded by Mr. Jarvis, and unanimously approved.
3. Discuss deed of easement revisions for Property 2020-05.

4. Consider for approval: Revisions to deed of easement for Property 2020-05. \* Motion by Mr. Berndt to approve the deed of easement as presented. Dr. Stine made a friendly motion to amend the motion to add that the revisions to the deed are applicable only to the deed in question. The amended motion was seconded and unanimously approved.

Public Comment

Closing Remarks

Adjourn. 6:52 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

12/08/22

## Balance Sheet

Accrual Basis

As of November 30, 2022

	<u>Nov 30, 22</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
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
<b>Total Checking/Savings</b>	<u>4,450,843.70</u>
<b>Other Current Assets</b>	
Transfer Taxes Receivable	109,225.60
Legal Retainer	3,000.00
<b>Total Other Current Assets</b>	<u>112,225.60</u>
<b>Total Current Assets</b>	<u>4,563,069.30</u>
<b>TOTAL ASSETS</b>	<b><u>4,563,069.30</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	1,350.00
<b>Total Accounts Payable</b>	<u>1,350.00</u>
<b>Other Current Liabilities</b>	<u>0.00</u>
<b>Total Current Liabilities</b>	<u>1,350.00</u>
<b>Total Liabilities</b>	1,350.00
<b>Equity</b>	
Reserved for Encumbrances	1,915,185.00
Reserved for Farmland Protect.	1,864,053.44
Net Income	782,480.86
<b>Total Equity</b>	<u>4,561,719.30</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>4,563,069.30</u></b>

## Jefferson County Farmland Protection Board

12/08/22

## Profit &amp; Loss

Accrual Basis

July through November 2022

	Jul - Nov 22	Jul - Nov 21	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Transfer Tax	562,680.13	681,803.49	-119,123.36
Interest/Dividends	17,253.13	10,720.86	6,532.27
<b>Contributions Income</b>			
Corporations	64.20	0.00	64.20
Individuals	475.00	24.89	450.11
Contributions Income - Other	544.55	254.22	290.33
<b>Total Contributions Income</b>	1,083.75	279.11	804.64
Miscellaneous Income	10,278.74	0.00	10,278.74
<b>Total Income</b>	591,295.75	692,803.46	-101,507.71
<b>Expense</b>			
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
<b>Professional Fees</b>			
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
<b>Total Professional Fees</b>	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
<b>Travel &amp; Ent</b>			
Travel	394.45	142.24	252.21
Travel & Ent - Other	0.00	439.74	-439.74
<b>Total Travel &amp; Ent</b>	394.45	581.98	-187.53
Utilities	1,064.90	0.00	1,064.90
<b>Total Expense</b>	12,665.76	35,339.26	-22,673.50
<b>Net Ordinary Income</b>	578,629.99	657,464.20	-78,834.21
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
Conservation Easement Procure	0.00	603,559.00	-603,559.00
<b>Current Year Encumbrances</b>			
Easement Acquisition	-209,454.00	0.00	-209,454.00
<b>Easement Costs</b>			
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
<b>Total Easement Costs</b>	4,928.13	5,137.22	-209.09
<b>Total Current Year Encumbrances</b>	-204,525.87	5,137.22	-209,663.09
Other Expenses	0.00	0.00	0.00
<b>Total Other Expense</b>	-204,525.87	608,696.22	-813,222.09
<b>Net Other Income</b>	204,525.87	-608,696.22	813,222.09
<b>Net Income</b>	<b>783,155.86</b>	<b>48,767.98</b>	<b>734,387.88</b>

## Jefferson County Farmland Protection Board

## Balance Sheet

02/02/23

As of January 31, 2023

Accrual Basis

	Jan 31, 23	Jan 31, 22	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
BCT - Operating x9741	139,889.71	133,222.21	6,667.50
BCT - Stewardship Reserve x7390	111,491.08	80,561.74	30,929.34
BCT - Stewardship Account x7412	13,265.28	13,214.23	51.05
BCT - Easement Acq. Fund x7404	0.00	209,437.61	-209,437.61
BCT - ICS x0740	3,469,729.42	2,901,878.48	567,850.94
BCT - ICS EAF x2034	295,302.05	0.00	295,302.05
<b>Total Checking/Savings</b>	4,029,677.54	3,338,314.27	691,363.27
<b>Other Current Assets</b>			
Transfer Taxes Receivable	65,719.50	91,499.63	-25,780.13
Legal Retainer	3,000.00	3,000.00	0.00
<b>Total Other Current Assets</b>	68,719.50	94,499.63	-25,780.13
<b>Total Current Assets</b>	4,098,397.04	3,432,813.90	665,583.14
<b>TOTAL ASSETS</b>	<b>4,098,397.04</b>	<b>3,432,813.90</b>	<b>665,583.14</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
Accounts Payable	0.00	56.04	-56.04
<b>Total Accounts Payable</b>	0.00	56.04	-56.04
<b>Other Current Liabilities</b>			
Due to Jefferson County Comm.	0.00	41,153.70	-41,153.70
<b>Total Other Current Liabilities</b>	0.00	41,153.70	-41,153.70
<b>Total Current Liabilities</b>	0.00	41,209.74	-41,209.74
<b>Total Liabilities</b>	0.00	41,209.74	-41,209.74
<b>Equity</b>			
Reserved for Encumbrances	2,270,740.00	1,621,485.00	649,255.00
Reserved for Farmland Protect.	1,864,053.44	1,663,431.01	200,622.43
Net Income	-36,396.40	106,688.15	-143,084.55
<b>Total Equity</b>	4,098,397.04	3,391,604.16	706,792.88
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,098,397.04</b>	<b>3,432,813.90</b>	<b>665,583.14</b>

## Jefferson County Farmland Protection Board

## Profit &amp; Loss

02/02/23

July 2022 through January 2023

Accrual Basis

	Jul '22 - Jan 23	Jul '21 - Jan 22	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Transfer Tax	716,817.60	885,899.83	-169,082.23
Interest/Dividends	26,638.22	15,734.35	10,903.87
<b>Contributions Income</b>			
Corporations	64.20	0.00	64.20
Foundations	0.00	15.00	-15.00
Individuals	3,452.50	82,339.97	-78,887.47
Contributions Income - Other	544.55	604.22	-59.67
<b>Total Contributions Income</b>	<b>4,061.25</b>	<b>82,959.19</b>	<b>-78,897.94</b>
Miscellaneous Income	165.00	0.00	165.00
<b>Total Income</b>	<b>747,682.07</b>	<b>984,593.37</b>	<b>-236,911.30</b>
<b>Expense</b>			
Advertising & Marketing Expense	806.88	761.15	45.73
Bank Service Charges	175.00	0.00	175.00
Dues and Subscriptions	150.00	611.85	-461.85
Licenses and Permits	0.00	150.00	-150.00
Miscellaneous	473.84	130.02	343.82
Office Supplies	284.73	230.26	54.47
Postage and Delivery	232.88	194.21	38.67
Printing and Reproduction	17.50	304.39	-286.89
<b>Professional Fees</b>			
Accounting	4,725.00	1,695.00	3,030.00
Computer Support	100.00	195.00	-95.00
Consulting/Contract	160.00	8,970.00	-8,810.00
Terra Firma Insurance	3,402.00	4,468.00	-1,066.00
<b>Total Professional Fees</b>	<b>8,387.00</b>	<b>15,328.00</b>	<b>-6,941.00</b>
Salary & Benefits Expense	5,613.81	41,153.70	-35,539.89
Telephone	450.00	450.00	0.00
<b>Travel &amp; Ent</b>			
Travel	616.26	211.68	404.58
Travel & Ent - Other	210.25	439.74	-229.49
<b>Total Travel &amp; Ent</b>	<b>826.51</b>	<b>651.42</b>	<b>175.09</b>
Utilities	1,327.18	0.00	1,327.18
<b>Total Expense</b>	<b>18,745.33</b>	<b>59,965.00</b>	<b>-41,219.67</b>
<b>Net Ordinary Income</b>	<b>728,936.74</b>	<b>924,628.37</b>	<b>-195,691.63</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Prior Years Encumbrances			
Easement Acquisition	-203,146.00	0.00	-203,146.00
<b>Total Prior Years Encumbrances</b>	<b>-203,146.00</b>	<b>0.00</b>	<b>-203,146.00</b>
<b>Total Other Income</b>	<b>-203,146.00</b>	<b>0.00</b>	<b>-203,146.00</b>
<b>Other Expense</b>			
Conservation Easement Procure	0.00	603,559.00	-603,559.00
<b>Current Year Encumbrances</b>			
Easement Acquisition	540,536.00	209,191.00	331,345.00
<b>Easement Costs</b>			
Easement Administration	1,767.37	0.00	1,767.37
Baselines	3,235.76	1,158.75	2,077.01
Title Search/Appraisal Reimb.	0.00	53.00	-53.00
Surveys	5,250.00	0.00	5,250.00
Legal Fees	19,437.00	0.00	19,437.00
Settlement Charges	0.00	3,978.47	-3,978.47
Other	-9,890.49	0.00	-9,890.49
Easement Costs - Other	1,851.50	0.00	1,851.50
<b>Total Easement Costs</b>	<b>21,651.14</b>	<b>5,190.22</b>	<b>16,460.92</b>
<b>Total Current Year Encumbrances</b>	<b>562,187.14</b>	<b>214,381.22</b>	<b>347,805.92</b>

# Jefferson County Farmland Protection Board

## Profit & Loss

July 2022 through January 2023

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	Jul '22 - Jan 23	Jul '21 - Jan 22	\$ Change
Other Expenses	0.00	0.00	0.00
Total Other Expense	562,187.14	817,940.22	-255,753.08
Net Other Income	-765,333.14	-817,940.22	52,607.08
Net Income	<b>-36,396.40</b>	<b>106,688.15</b>	<b>-143,084.55</b>

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# Jefferson County Farmland Protection Board

## Administrative Monthly Report .... January 9, 2023

### Easement Progress:

Property 2019-01 - Brown (311 ac)- Closed December 19. (\$116,742.00)

Property 2020-03 – Hendricks (142 ac) - Closed December 19. (\$295,205.00)

Property 2021-03 Lotze (45 ac) (\$203,146.00) Closing postponed to this week to accommodate payout which requires subordination with Farm Credit.

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 revisions, reviewed legal issues with Lavonne Paden (WV agricultural Land Protection Authority). Had call on 12/9 with the Kime Owner's attorney Stephen Small re: required IRS language for donated easements.

Property 2020-04 RB Moler (175.53 ac) Initial project work is underway: The draft survey has been prepared. Issues of road identification and access are being addressed with NRCS. 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 is still pending.

Property 13 – Ellis/Brown: Rob Glenn is reviewing the Deed of Amendment with Land Trust of the E. Panhandle changes. Will need to demonstrate the benefits of amendment, which may require an archeological assessment.

Property 10 – Stine: Met December 7 with Planning & Zoning, Land Trust of the E. Panhandle, landowners and prospective buyer regarding proposed subdivision from unencumbered portion of property.

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

### Easement FY23 Applications:

Five applications were received and reviewed by the Easement Committee. Two have been forwarded to NRCS. Rob Glenn is handling this set of applications.

The owner of **Property 2023-01** (Willis) signed the county-funded easement commitment. (154 acres) Title work, survey, baseline report has been ordered.

**Property 2020-01 (Aspen Pool)** Grant application submitted December 23, Grant award notification January 3. (JCFPB match: \$486,234.00)

**Easement Inquiry:** 11/16/22: 127 acres, and 11/29/22: 34 acres, both in Shepherdstown District.

**Another Preservation Success:** Faraway Farm (122 acres) abutting the Moore and Ellis easements, closed Nov. 30. American Battlefield Trust will transfer ownership to the Jefferson County Historic Landmarks Commission



and Land Trust of the E. Panhandle will hold the easement. The project was funded by American Battlefield Trust, American Battlefield Protection Program, WV Outdoor Heritage Conservation Fund & Shepherdstown Battlefield Preservation Association.

**Administration:**

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

Financial: Individual gifts, since 11/14: \$2,750.00

TerraFirma: Our stewardship insurance account will renew in March with three new easements.

Bank of Charles Town wire transfer agreement: BCT prepare a new agreement with current Board signatories to enable me to execute wire transfer requests.

**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.

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**

**Administrative Tasks**

- Filed paperwork.
- Backed up OneDrive to external hard drive at the end of the month.
- Completed project: compiling policy documents with a linked table of contents.
- Began and completed project: compiling index of procedures with a linked table of contents.

**Stewardship Tasks**

- Attended monitoring visits for groups I and J.
- Processed all maps and reports for monitoring visits and sent to LTEP for review.
- Generated fall monitoring summary sheet. (26 easements)
- Compiled all monitoring photo waypoint data into a master layer for future reference.
- Collected new 2022 orthoimagery from the GIS/Addressing office and updated all GIS data accordingly.
- Began and completed project: observing changes in properties in the new 2022 imagery layer.
- Created maps and GIS data for two new inquiries.
- Created a new ModelBuilder tool to further streamline GIS processing for inquiries.
- Reviewing legal descriptions on closed easements using GIS COGO, discovering some errors
- Attended January 4 GIS training at WVU in Morgantown