

Jefferson County Farmland Protection Board

Board Meeting Monday, March 13, 2023 6:00 PM

Minutes

Zoom Meeting

- Board Attendees –, Mr. Banks, Mr. Berndt, Dr. Hetzel, Dr. Stine, Ms. Tabb (JCC representative), Ms. Wheeler, (Director)
- A quorum was met with at least four voting members present.
- Absentees: Ms. Johnson, with notice.

6:16 PMCall to Order and Opening Remarks

Approval of Minutes of Previous Meeting (February 23, 2023) Jane Tabb moved to accept, Seconded by Colin Stine, with a correction for the spelling of “Berndt.” The motion carried unanimously.

Approval of Treasurer’s Report: (February 2023) * Colin Stine moved to accept the Treasurer’s report, seconded by Neill Banks. The motion carried unanimously.

Administrative Report

New Business:

Consider for approval: Acceptance of FY 2022 Audit Colin Stine moved to accept the FY22 audit report, seconded by Jane Tabb. The motion carried unanimously.

1. Consider for approval: Revised Bylaws. Glen Hetzel suggested that the bylaws be reviewed more thoroughly to capture missing information and typos. The item was tabled to be taken up in the April meeting.

Public Comment

Closing Remarks

Adjourn. 7:01pm Neill Banks moved to adjourn, seconded by Colin Stine. The motion carried unanimously.

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

03/13/23

Profit & Loss

Accrual Basis

February 2023

	Feb 23	Feb 22	\$ Change
Ordinary Income/Expense			
Income			
Transfer Tax	85,654.97	76,121.25	9,533.72
Interest/Dividends	4,469.62	2,383.83	2,085.79
Contributions Income			
Corporations	17.40	0.00	17.40
Foundations	0.00	1,683.00	-1,683.00
Individuals	1,151.62	0.00	1,151.62
Total Contributions Income	1,169.02	1,683.00	-513.98
Total Income	91,293.61	80,188.08	11,105.53
Expense			
Advertising & Marketing Expense	0.00	800.00	-800.00
Bank Service Charges	25.00	0.00	25.00
Dues and Subscriptions	425.00	425.00	0.00
Miscellaneous	0.00	53.99	-53.99
Office Supplies	0.00	20.97	-20.97
Postage and Delivery	6.30	1.96	4.34
Professional Fees			
Accounting	0.00	675.00	-675.00
Consulting/Contract	3,500.00	0.00	3,500.00
Terra Firma Insurance	63.00	0.00	63.00
Total Professional Fees	3,563.00	675.00	2,888.00
Salary & Benefits Expense	5,613.81	0.00	5,613.81
Telephone	0.00	75.00	-75.00
Travel & Ent			
Meals	200.78	0.00	200.78
Travel	12.18	42.56	-30.38
Total Travel & Ent	212.96	42.56	170.40
Utilities	131.14	0.00	131.14
Total Expense	9,977.21	2,094.48	7,882.73
Net Ordinary Income	81,316.40	78,093.60	3,222.80
Other Income/Expense			
Other Expense			
Current Year Encumbrances			
Easement Costs			
Legal Fees	1,963.50	0.00	1,963.50
Total Easement Costs	1,963.50	0.00	1,963.50
Total Current Year Encumbrances	1,963.50	0.00	1,963.50
Total Other Expense	1,963.50	0.00	1,963.50
Net Other Income	-1,963.50	0.00	-1,963.50
Net Income	79,352.90	78,093.60	1,259.30

Jefferson County Farmland Protection Board

04/07/23

Balance Sheet

Accrual Basis

As of March 31, 2023

	<u>Mar 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - Operating x9741	139,793.72
BCT - Stewardship Reserve x7390	111,626.28
BCT - Stewardship Account x7412	11,836.29
BCT - ICS x0740	3,607,224.94
BCT - ICS EAF x2034	301,846.86
Total Checking/Savings	<u>4,172,328.09</u>
Other Current Assets	
Transfer Taxes Receivable	102,399.00
Legal Retainer	3,000.00
Total Other Current Assets	<u>105,399.00</u>
Total Current Assets	<u>4,277,727.09</u>
TOTAL ASSETS	<u>4,277,727.09</u>
LIABILITIES & EQUITY	
Equity	
Reserved for Encumbrances	2,270,740.00
Reserved for Farmland Protect.	1,864,053.44
Net Income	142,933.65
Total Equity	<u>4,277,727.09</u>
TOTAL LIABILITIES & EQUITY	<u>4,277,727.09</u>

Jefferson County Farmland Protection Board

04/07/23

Profit & Loss

Accrual Basis

July 2022 through March 2023

	<u>Jul '22 - Mar 23</u>
Ordinary Income/Expense	
Income	
Transfer Tax	904,871.57
Interest/Dividends	35,197.41
Contributions Income	
Corporations	81.60
Individuals	8,551.68
Contributions Income - Other	1,194.55
Total Contributions Income	<u>9,827.83</u>
Miscellaneous Income	165.00
Total Income	<u>950,061.81</u>
Expense	
Advertising & Marketing Expense	824.88
Bank Service Charges	225.00
Dues and Subscriptions	425.00
Miscellaneous	625.82
Office Supplies	284.73
Postage and Delivery	239.18
Printing and Reproduction	2,684.39
Professional Fees	
Accounting	6,075.00
Audit	5,400.00
Computer Support	100.00
Consulting/Contract	3,660.00
Terra Firma Insurance	3,465.00
Total Professional Fees	<u>18,700.00</u>
Salary & Benefits Expense	11,227.62
Telephone	450.00
Travel & Ent	
Meals	200.78
Travel	704.41
Travel & Ent - Other	210.25
Total Travel & Ent	<u>1,115.44</u>
Utilities	1,589.46
Total Expense	<u>38,391.52</u>
Net Ordinary Income	911,670.29
Other Income/Expense	
Other Income	
Prior Years Encumbrances	
Easement Acquisition	-203,146.00
Total Prior Years Encumbrances	<u>-203,146.00</u>
Total Other Income	-203,146.00
Other Expense	
Current Year Encumbrances	
Easement Acquisition	540,536.00

Jefferson County Farmland Protection Board

Profit & Loss

July 2022 through March 2023

	<u>Jul '22 - Mar 23</u>
Easement Costs	
Easement Administration	1,767.37
Baselines	3,235.76
Title Search/Appraisal Reimb.	0.00
Surveys	5,250.00
Legal Fees	21,400.50
Other	-9,890.49
Easement Costs - Other	3,291.50
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Total Easement Costs	25,054.64
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Total Current Year Encumbrances	565,590.64
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Total Other Expense	565,590.64
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Net Other Income	-768,736.64
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Net Income	142,933.65
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Jefferson County Farmland Protection Board

Administrative Monthly Report March 13, 2023

Easement Progress:

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 prepared, survey corrected. Deed sent to Planning & Zoning and the Prosecuting Attorney for review. Additional corrections made. The easement will be scheduled for County Commission approval after final P&Z review.

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.

Existing Easements:

Property 13 – Ellis/Brown: Rob Glenn revised Deed of Amendment with Land Trust of the E. Panhandle changes, LTEP has sent to the landowner with a schedule of required steps to submit the proposed amendment to ABPP.

Property 3 – Latterell: The Deed of Correction has been bogged down in NRCS' and our bureaucracy since July. I have received no response to my request submitted to NRCS 5 weeks ago on February 3.

Property 48 – Borden Farm: The property owner John McKee died on February 25. I spoke with a realtor about deed terms on March 2.

Protected properties for sale: Borden Farm (278 ac. \$1.8MM), Renaud (73 ac. \$998.5MM) I spoke with a realtor about deed terms for Renaud on March 8.

Spring Monitoring Schedule: March 20 – April 5 (21 properties) The reports should be ready for the Easement Committee review meeting on Thursday May 4.

Easement FY23 Applications:

New Inquiry: 119 ac, Charles Town, Media Farm, by executor of estate.

Administration:

NRCS delays: As reported last month: Due to staff changes there is little or no movement on existing easements in the pipeline and for applications submitted in November, and for 5 deeds of correction.

Audit: Perry and Associates completed the Audit report & management letter. One fault cited for posting interest on one account on July 1 instead of June 30.

Financial: Feb 23 – March 13: Individual gifts: \$2,635. \$2,925 Most memorial gifts in memory of Jane Rissler.

Projects in process/pending:

Annual Report: completed March 8, in the hands of the printer.

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

Bylaws Revision: Memo prepared for Board discussion.

Policy Review: Our policies established beginning in 2013 should be reviewed and updated. I am preparing a list of proposed policies to revise or create.

Stewardship Coordinator/Administrative Assistant Rebecca Pearl

Activity Report: February 2023

Stewardship Tasks

- Scheduled and attended first monitoring visit of the year to Knighten. Processed monitoring report, ready for board approval.
- Created office and monitoring files for Brown, Hendricks, and Lotze.
- Completed 2023 spring monitoring schedule.
- Worked on general GIS maintenance (updating tools, layers, etc.) in preparation for the spring monitoring season.
- Created GIS data and maps for new inquiries.
- Updated databases with all completed documents for newly closed easements.
- Recorded impervious surfaces for Brown, Hendricks, and Lotze in the impervious surfaces GIS layer.
- Updated Jefferson County easements map for 2023.
- Prepared index of impervious surface for all properties for future ground-truthing for current conditions reports.
- Conducted initial property visit and report for new application (100 acres).