

# Jefferson County Farmland Protection Board

## Board Meeting - Monday, March 11, 2023 - 6:00 PM

JCDA Conference Room, 1948 Wiltshire Road, Kearneysville, WV

### Minutes

\* Action item

6:16 PM .....Call to Order and Opening Remarks

In Attendance: Dr. Hetzel, Mr. Berndt, Mr. Banks (by telephone) Ms. Benites (JCDA representative), Ms. Wheeler, (Director) Absent with notice: Ms. Johnson. Absent without notice: Dr. Stine, Ms. Tabb. • A quorum was met with at least four voting members present.

**Introduction of Guests:** Grant Smith and Mark Schiavone, Land Trust of the Eastern Panhandle.

**Approval of Minutes of Previous Meeting** (February 12, 2024) \* Mr. Berendt moved to accept the minutes, seconded by Ms. Benites. The motion carried unanimously.

**Approval of Treasurer's Report:** (February 29, 2024) \* Mr. Berendt moved to accept the Treasurers Report, seconded by Ms. Benites. The motion carried unanimously.

### Administrative Report

#### New Business:

1. **Consider for approval: F. Mark Schiavone proposal for Easement Documentation Report for Property 2024-02 (100 acres) for \$1,156.20** \* Dr. Hetzel moved to approve the proposal for the Easement Documentation Report, seconded by Mr. Berendt. The motion carried unanimously.
2. **Consider for Approval: Sirna Appraisal proposal for YellowBook appraisal for Property 2024-02 (100 acres) for \$1,500.** \* Mr. Berendt moved to approve the proposal for the YellowBook appraisal, seconded by Ms. Benites. The motion carried unanimously.
3. **Consider for Approval: ECS MidAtlantic Proposal for Phase 1 assessment for Property 2024-03 (118 acres) for \$2,400.** \* Ms. Benites moved to accept the proposal for the Phase 1 assessment, seconded by Mr. Berndt. 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.

4. **Consider for Approval: Keller Engineer Survey proposal for Property 2024-03 (118 acres) for \$6,550.** \* Mr. Berendt moved to approve the proposal for the survey, seconded by Ms. Benites. The motion carried unanimously.
5. **Consider for Approval: Keller Engineer Survey proposal for Property 2023-04 (162 acres) for \$7,350** \* Mr. Berendt moved to approve the proposal for the survey, seconded by Ms. Benites. The motion carried unanimously.
6. **Consider for Approval: Application for donation of a conservation easement.** \* This item was tabled.
7. **Consider for approval: A total not to exceed \$1,000.00 (50% share of cost) to send the Stewardship Coordinator to the September 27 – 28 Land Trust Alliance conference (Rally).** \* Mr. Berendt moved to approve the expense for the Land trust Alliance conference, seconded by Dr. Hetzel. The motion carried unanimously.
8. **Consider for Approval: Keller Engineer Survey proposal for Property 40 for \$1,940, to confirm easement property boundary lines.** \* Mr. Berendt moved to approve the proposal for the survey, seconded by Ms. Benites. The motion carried unanimously.
9. **Consider for Approval: Letter of Notice regarding trespass on Property 40.** \* The Board reviewed staff documentation of monitoring visits, chronology of events, and aerial maps from 2020, 2022 and 2023. Mr. Berendt moved to approve the proposed letter of notice, seconded by Ms. Benites. The motion carried unanimously.

Public Comment

Closing Remarks

Adjourn 7:17 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**  
**Balance Sheet**  
As of February 29, 2024

	Feb 29, 24
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BCT - CDAR	3,584,101.17
BCT - Operating x9741	144,551.84
BCT - Stewardship Reserve x7390	112,397.08
BCT - Stewardship Account x7412	72,795.68
BCT - ICS x0740	908,536.35
BCT - ICS EAF x2034	357,197.75
<b>Total Checking/Savings</b>	5,179,579.87
<b>Other Current Assets</b>	
Transfer Taxes Receivable	99,979.00
Legal Retainer	3,000.00
<b>Total Other Current Assets</b>	102,979.00
<b>Total Current Assets</b>	5,282,558.87
<b>Fixed Assets</b>	
Furniture & Fixtures	4,502.00
<b>Total Fixed Assets</b>	4,502.00
<b>TOTAL ASSETS</b>	<b>5,287,060.87</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Other Current Liabilities	
Due to Jefferson County Comm.	51,181.49
<b>Total Other Current Liabilities</b>	51,181.49
<b>Total Current Liabilities</b>	51,181.49
<b>Total Liabilities</b>	51,181.49
<b>Equity</b>	
Reserved for Encumbrances	2,311,174.00
Reserved for Farmland Protect.	3,596,492.03
Net Income	-671,786.65
<b>Total Equity</b>	5,235,879.38
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>5,287,060.87</b>

**Jefferson County Farmland Protection Board**  
**Profit & Loss**  
**February 2024**

03/11/24

Accrual Basis

	Feb 24	Feb 23	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Transfer Tax	100,003.56	85,654.97	14,348.59
Interest/Dividends	19,602.16	4,469.62	15,132.54
<b>Contributions Income</b>			
Corporations	0.00	17.40	-17.40
Individuals	7,238.56	1,151.62	6,086.94
<b>Total Contributions Income</b>	7,238.56	1,169.02	6,069.54
<b>Total Income</b>	126,844.28	91,293.61	35,550.67
<b>Expense</b>			
Bank Service Charges	25.00	25.00	0.00
Dues and Subscriptions	0.00	425.00	-425.00
Interest Expense	-0.10	0.00	-0.10
Miscellaneous	83.99	0.00	83.99
Postage and Delivery	1.59	6.30	-4.71
<b>Professional Fees</b>			
Accounting	675.00	675.00	0.00
Audit	0.00	5,000.00	-5,000.00
Consulting/Contract	0.00	3,500.00	-3,500.00
Terra Firma Insurance	3,596.00	63.00	3,533.00
<b>Total Professional Fees</b>	4,271.00	9,238.00	-4,967.00
<b>Salary &amp; Benefits Expense</b>	0.00	5,613.81	-5,613.81
<b>Telephone</b>	75.00	0.00	75.00
<b>Travel &amp; Ent</b>			
Meals	0.00	200.78	-200.78
Travel	43.01	12.18	30.83
<b>Total Travel &amp; Ent</b>	43.01	212.96	-169.95
<b>Utilities</b>	144.32	131.14	13.18
<b>Total Expense</b>	4,643.81	15,652.21	-11,008.40
<b>Net Ordinary Income</b>	122,200.47	75,641.40	46,559.07
<b>Other Income/Expense</b>			
<b>Other Expense</b>			
Current Year Encumbrances			
Easement Acquisition	390,000.00	0.00	390,000.00

10:51 AM

03/11/24

Accrual Basis

**Jefferson County Farmland Protection Board**  
**Profit & Loss**  
**February 2024**

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	<u>Feb 24</u>	<u>Feb 23</u>	<u>\$ Change</u>
<b>Easement Costs</b>			
<b>Appraisals</b>	1,000.00	0.00	1,000.00
<b>Legal Fees</b>	0.00	1,963.50	-1,963.50
<b>Total Easement Costs</b>	<u>1,000.00</u>	<u>1,963.50</u>	<u>-963.50</u>
<b>Total Current Year Encumbrances</b>	<u>391,000.00</u>	<u>1,963.50</u>	<u>389,036.50</u>
<b>Total Other Expense</b>	<u>391,000.00</u>	<u>1,963.50</u>	<u>389,036.50</u>
<b>Net Other Income</b>	<u>-391,000.00</u>	<u>-1,963.50</u>	<u>-389,036.50</u>
<b>Net Income</b>	<u><u>-268,799.53</u></u>	<u><u>73,677.90</u></u>	<u><u>-342,477.43</u></u>

## **Jefferson County Farmland Protection Board**

### **Administrative Monthly Report ... March 11, 2024**

#### **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. No change since last month. The NRCS contract was renewed on March 1, 2024.

Property 2020-04 RB Moler (175.53 ac) NRCS approved the draft survey. The Phase 1 identified a buried tank, which the landowner has removed. Baseline fieldwork done November 16, draft reviewed Dec. 6.

Easements completed to date: 58 properties, 6,846 acres.

Property 2023-02 (43.3 ac) The EPA approved the “characterization study” to establish the current baseline of residues on the property. The ECS Mid-Atlantic contractor expects a directive from EPA to commence on the study “early in 2024.”

Property 2024-02 (100 acres) Shepherdstown District – Survey complete, Title work complete, baseline ordered, YellowBook appraisal ordered.

#### **FY24 Easement Applications:**

Property 2024-03 (120 acres) Middleway District – Title work and survey ordered.

Property 2024-04 (157 acres) Kabletown District – Title work ordered, application submitted to Outdoor Heritage Conservation Fund, funding applications to National Fish and Wildlife Foundation, other potential funders.

#### **Easement Inquiries:**

February 22: Kabletown, 120 acres (re-application)

#### **Existing Easements:**

Property 4 – Sam Donley: No change: The landowner is contemplating subdivision options. P&Z still needs to confirm the development rights.

Property 40: Further developments regarding encroachments to be discussed at this meeting.

#### **Administration:**

##### **Financial:**

February 12 – March 11 - Individual gifts: \$100

Transfer tax: \$99,979.00

**2025 Budget:** I will prepare a draft by May 1 for the Finance Committee’s review for the June Board meeting.

**Other:** Cathy Johnson request for leave of absence.

Need to set Board meeting times April – December. See sunset times.

The Observer March 2024 article about the Farmland Protection Board

Spring Monitoring schedule

Advertisement for the Director position has been posted.

**Projects in process/pending:**

2023 Annual Report – in production, to be mailed to 900 names.

Policy Review: The Board approval of the revised policy manual should be completed

Easement Committee:

- County deed template to incorporate IRS language.
- Discuss proposed fiber optic easement language.

**Stewardship Coordinator/Administrative Assistant**

Activity Report for February 2024

**Administrative Tasks**

- Filed paperwork.
- Compiled list of office supplies to replenish.
- Began sorting out defunct/extraneous office files and documents.
- Backed up OneDrive to external hard drive at the end of the month.
- Prepared maps and materials for Property 40 evaluation.

**Stewardship Tasks**

- Created GIS data, maps, and scoresheets for new inquiries.
- Scheduled spring monitoring visits.
- Updated field maps and printed all materials for upcoming monitoring visits.
- Updated county maps with newly closed Aspen Pool and Cedar Cottage Farm easements.
- Updated EIS with financial information of newly closed Aspen Pool and Cedar Cottage Farm easements.
- Completed second drafts of all current conditions reports, ready for final LTEP review.
- Updated Survey123 with new fields for NRCS requirements regarding ownership verification.
- Attended Ethics and Open Meetings Act webinar on 15 February.
- Attended meeting with NRCS and NFWF at Milano property on 15 February.
- Attended meeting with NRCS at William Donley property on 20 February.