

Jefferson County Farmland Protection Board Meeting

Monday, December 9th , 2024 – 6:00PM

JCDA Conference Room 1948 Wiltshire Rd, Kearneysville, WV

Minutes

In Attendance: Glen Hetzel, Kevin Snyder, Julia Yuhasz, Neill Banks, Krista Hoffman, Erik Berndt, Jason Adams (Director), Jane Tabb (County Commission liaison),

Call to Order

Approval of Minutes of Previous Meetings (November 4)

Mr. Yuhasz moved to accept the November meeting minutes. Dr. Hetzel seconded. The motion carried unanimously.

Approval of Treasurer's Report: (October & November)

Mr. Banks moved to accept the October and November financial reports. Ms. Yuhasz seconded. The motion carried unanimously.

Administrative Report

New Business:

1. Discussion and recommendation from counsel concerning Property 40

Ms. Yuhasz motioned to enter executive session to receive legal counsel. Mr. Berndt seconded the motion. The motion carried unanimously. Dr. Hetzel moved to leave executive session. Mr. Berndt seconded the motion. The motion carried unanimously.

2. Consider for approval: Enforcement of Property 40 violations

Mr. Banks moved to instruct counsel to proceed with enforcement as discussed during executive session and draft letter to LTEP and cc NRCS to facilitate a joint response to existing violations. Ms. Yuhasz seconded the motion. The motion carried unanimously.

3. Consider for approval: Applicant counter offers on 2025-03 and 2025-05

Ms. Yuhasz moved to approve counter offers to applicants 2025-03 and 2025-05. Mr. Berndt seconded. The motion carried unanimously.

4. Consider for approval: Board public and written comment concerning 31-Morgan/3M Water Bottling proposal at Jefferson County Planning Commission Meeting on 12/17

Ms. Yuhasz moved to approve JCFPB public comment concerning easement 31-Morgan/3M Water bottling proposal at the Jefferson County Planning Commission Meeting on 12/17/24. Mr. Snyder seconded. The motion carried unanimously.

5.Consider for approval: Fall monitoring reports

Mr. Berndt moved to approve the Fall monitoring reports. Ms. Yuhasz seconded the motion. The motion carried unanimously.

6.Discussion and possible action: Post-probationary period director salary negotiation

Mr. Berndt moved to enter executive session to discuss personnel matters. Ms. Hoffman seconded. The motion carried unanimously. Ms. Hoffman moved to exit executive session. Mr. Banks seconded. The motion carried unanimously.

Dr. Hetzel motioned to approve adjustment to director's annual salary to \$75000. Director's salary will be reevaluated at successful completion of current degree program. Mr. Berndt seconded the motion. The motion carried unanimously.

7.Discussion and possible action concerning joint conservation easements with multiple property owners

Mr. Berndt moved to reject applications of joint conservation easements with multiple property owners. Mr. Banks seconded. The motion carried unanimously.

8.Public Comment

9.Adjourn

Mr. Berndt moved to adjourn. Ms. Yuhasz seconded. The motion carried unanimously.

Jefferson County Farmland Protection Board

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Balance Sheet

Accrual Basis

As of December 31, 2024

	Dec 31, 24	Dec 31, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
BCT - CDAR	3,736,003.78	3,556,550.25	179,453.53
BCT - Operating x9741	131,686.55	140,103.54	-8,416.99
BCT - Stewardship Reserve x7390	120,474.46	112,258.63	8,215.83
BCT - Stewardship Account x7412	73,132.03	72,729.91	402.12
BCT - ICS x0740	1,692,214.77	1,978,939.62	-286,724.85
BCT - ICS EAF x2034	379,039.42	347,900.10	31,139.32
Total Checking/Savings	6,132,551.01	6,208,482.05	-75,931.04
Other Current Assets			
Transfer Taxes Receivable	184,937.50	89,961.30	94,976.20
Legal Retainer	3,000.00	3,000.00	0.00
Total Other Current Assets	187,937.50	92,961.30	94,976.20
Total Current Assets	6,320,488.51	6,301,443.35	19,045.16
TOTAL ASSETS	6,320,488.51	6,301,443.35	19,045.16
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
Due to Jefferson County Comm.	0.00	51,181.49	-51,181.49
Total Other Current Liabilities	0.00	51,181.49	-51,181.49
Total Current Liabilities	0.00	51,181.49	-51,181.49
Total Liabilities	0.00	51,181.49	-51,181.49
Equity			
Reserved for Encumbrances	1,509,724.00	3,157,408.00	-1,647,684.00
Reserved for Farmland Protect.	3,700,427.33	3,596,492.03	103,935.30
Net Income	1,110,337.18	-503,638.17	1,613,975.35
Total Equity	6,320,488.51	6,250,261.86	70,226.65
TOTAL LIABILITIES & EQUITY	6,320,488.51	6,301,443.35	19,045.16

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Profit & Loss

Accrual Basis

July through December 2024

	Jul - Dec 24	Jul - Dec 23	\$ Change
Ordinary Income/Expense			
Income			
WV DEP Grant	0.00	60,732.75	-60,732.75
Transfer Tax	1,047,356.33	750,841.77	296,514.56
Interest/Dividends	115,600.45	130,227.45	-14,627.00
Contributions Income			
Individuals	2,532.88	5,220.59	-2,687.71
Total Contributions Income	2,532.88	5,220.59	-2,687.71
Miscellaneous Income	39.00	2.00	37.00
Total Income	1,165,528.66	947,024.56	218,504.10
Expense			
Misc Furniture & Equipment	513.56	4,502.00	-3,988.44
Education Reimbursement	364.48	0.00	364.48
Copier rental	250.07	0.00	250.07
Advertising & Marketing Expense	2,027.24	448.00	1,579.24
Bank Service Charges	95.00	150.00	-55.00
Conferences Education Training	4,796.15	982.27	3,813.88
Dues and Subscriptions	561.97	904.00	-342.03
Licenses and Permits	15.00	0.00	15.00
Miscellaneous	953.67	707.80	245.87
Office Supplies	767.07	0.00	767.07
Postage and Delivery	242.46	340.99	-98.53
Professional Fees			
Accounting	4,050.00	4,050.00	0.00
Audit	0.00	5,940.00	-5,940.00
Computer Support	217.00	100.00	117.00
Consulting/Contract	850.00	0.00	850.00
Legal Fees	2,437.50	0.00	2,437.50
Terra Firma Insurance	62.00	0.00	62.00
Professional Fees - Other	0.00	1,152.50	-1,152.50
Total Professional Fees	7,616.50	11,242.50	-3,626.00
Salary & Benefits Expense	6,707.39	56,795.30	-50,087.91
Telephone	348.84	450.00	-101.16
Travel & Ent			
Travel	1,207.64	977.53	230.11
Total Travel & Ent	1,207.64	977.53	230.11
Utilities	784.44	871.84	-87.40
Total Expense	27,251.48	78,372.23	-51,120.75
Net Ordinary Income	1,138,277.18	868,652.33	269,624.85
Other Income/Expense			
Other Income			
Prior Years Encumbrances			
Easement Acquisition	0.00	0.00	0.00
Easement Costs			
Survey	-15,110.00	0.00	-15,110.00
Total Easement Costs	-15,110.00	0.00	-15,110.00
Total Prior Years Encumbrances	-15,110.00	0.00	-15,110.00
Total Other Income	-15,110.00	0.00	-15,110.00
Other Expense			
Current Year Encumbrances			
Easement Acquisition	0.00	1,350,000.00	-1,350,000.00

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Profit & Loss

Accrual Basis

July through December 2024

	<u>Jul - Dec 24</u>	<u>Jul - Dec 23</u>	<u>\$ Change</u>
Easement Costs			
Environmental Assessment	0.00	5,100.00	-5,100.00
Easement Administration	2,836.20	860.25	1,975.95
Surveys	2,701.80	7,800.00	-5,098.20
Appraisals	3,000.00	5,500.00	-2,500.00
Legal Fees	4,292.00	3,030.25	1,261.75
Total Easement Costs	<u>12,830.00</u>	<u>22,290.50</u>	<u>-9,460.50</u>
Total Current Year Encumbrances	<u>12,830.00</u>	<u>1,372,290.50</u>	<u>-1,359,460.50</u>
Total Other Expense	<u>12,830.00</u>	<u>1,372,290.50</u>	<u>-1,359,460.50</u>
Net Other Income	<u>-27,940.00</u>	<u>-1,372,290.50</u>	<u>1,344,350.50</u>
Net Income	<u><u>1,110,337.18</u></u>	<u><u>-503,638.17</u></u>	<u><u>1,613,975.35</u></u>