

# Jefferson County Farmland Protection Board Meeting

Monday, January 13<sup>th</sup>, 2025 – 6:00PM

JCDA Conference Room 1948 Wiltshire Rd, Kearneysville, WV

## Minutes

In Attendance: Glen Hetzel, Kevin Snyder, Julia Yuhasz, Neill Banks, Erik Berndt, Krista Hoffman, Jason Adams (Director), Steve Stolipher via Zoom (County Commission liaison) Christopher Stroech (legal counsel)

**Call to Order** Dr. Hetzel as vice-president called the meeting to order at 6:01pm

### **Approval of Minutes of Previous Meetings** (December 9)

Ms. Yuhasz moved to accept the December meeting minutes. Mr. Banks seconded. The motion carried unanimously

### **Approval of Treasurer's Report:** (December)

Mr. Berndt moved to accept the December financial reports. Mr. Snyder seconded. The motion carried unanimously

## **Administrative Report**

### **New Business:**

1. Election of Officers and Committee Assignments

**Mr. Berndt moved to elect officers and fill committee assignments. Ms. Hoffman seconded. The motion carried unanimously.**

**Mr. Berndt nominated Ms. Yuhasz for the position of president. Ms. Yuhasz accepted the nomination. Ms. Hoffman seconded. Ms. Yuhasz was elected unanimously.**

**Mr. Banks nominated Dr. Hetzel for the position of vice president. Dr. Hetzel accepted the nomination. Mr. Berndt seconded. Dr. Hetzel was elected unanimously.**

**Ms. Yuhasz nominated Mr. Berndt for the position of treasurer. Mr. Berndt accepted the nomination. Mr. Banks seconded. Mr. Berndt was elected unanimously.**

**Mr. Banks nominated Mr. Snyder for the position of secretary. Mr. Snyder accepted the nomination. Mr. Berndt seconded. Mr. Snyder was elected unanimously.**

(committee assignments attached below)

2. Consider for approval: Letter of Support for a WVDACH Grant for restoration of the Frederick Rosenberger Farmhouse, Brown Farm, 494 Harry Shirley Road, Kearneysville (Tim & Staci Brown)

**Mr. Banks moved to approve the letter of support for Brown Farm. Ms. Yuhasz seconded the motion. Motion carried unanimously.**

3. Discussion of potential WV state tax credit program for conservation easements  
**The board verbally discussed seeking previous legislative data on the matter and conferring with the WV Association of Farmland Protection Boards. No motion was made.**

4. Discussion of proposal for restoration of property 40 violations  
**Ms. Yuhasz moved to enter executive session to receive counsel for pending litigation. Dr. Hetzel seconded the motion. Motion carried. Ms. Yuhasz moved to exit executive session. Mr. Banks seconded the motion. Motion carried. Ms. Yuhasz moved to accept the letter to LTEP with edits discussed during executive session. Ms. Hoffman seconded the motion. Motion carried unanimously.**

5. Consider for approval: Resolution in recognition of Jane Tabb  
**Ms. Yuhasz moved to approve the resolution. Mr. Berndt seconded. The motion carried unanimously.**

6. Public Comment

7. Adjourn

**Mr. Berndt moved to adjourn. Mr. Banks seconded. The motion carried. Meeting adjourned at 8:03pm**

**Jefferson County Farmland Protection Board**  
**Committee Appointments January 2025**

Easement & Policy Committee

Neill Banks

Erik Berndt

Julia Yuhasz

Audit Committee

Julia Yuhasz

Strategic Plan Committee

Julia Yuhasz

Jason Adams

Personnel Committee/Board Development

Glen Hetzel

Erik Berndt

Kevin Snyder

Finance Committee

Erik Berndt

Fundraising & Public Relations Committee

Julia Yuhasz

Krista Hoffman

Steve Stolipher



## Jefferson County Farmland Protection Board

**Balance Sheet**

As of January 31, 2025

	<u>Jan 31, 25</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BCT - CDAR	3,748,600.59
BCT - Operating x9741	148,984.34
BCT - Stewardship Reserve x7390	120,551.20
BCT - Stewardship Account x7412	73,166.20
BCT - ICS x0740	1,863,395.06
BCT - ICS EAF x2034	391,671.62
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<b>Total Checking/Savings</b>	6,346,369.01
<b>Other Current Assets</b>	
Transfer Taxes Receivable	137,804.70
Legal Retainer	3,000.00
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<b>Total Other Current Assets</b>	140,804.70
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<b>Total Current Assets</b>	6,487,173.71
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<b>TOTAL ASSETS</b>	<b><u>6,487,173.71</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
Reserved for Encumbrances	1,509,724.00
Reserved for Farmland Protect.	3,700,427.33
Net Income	1,277,022.38
	<hr/>
<b>Total Equity</b>	6,487,173.71
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<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>6,487,173.71</u></b>

## Jefferson County Farmland Protection Board

02/06/25

## Profit &amp; Loss

Accrual Basis

July 2024 through January 2025

	Jul '24 - Jan 25	Jul '23 - Jan 24	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
WV DEP Grant	0.00	60,732.75	-60,732.75
Transfer Tax	1,185,180.37	835,367.97	349,812.40
Grants	0.00	492,097.00	-492,097.00
Interest/Dividends	133,090.60	149,754.85	-16,664.25
<b>Contributions Income</b>			
Individuals	14,262.88	5,330.61	8,932.27
<b>Total Contributions Income</b>	14,262.88	5,330.61	8,932.27
Miscellaneous Income	39.00	2.00	37.00
<b>Total Income</b>	1,332,572.85	1,543,285.18	-210,712.33
<b>Expense</b>			
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	215.00	-120.00
Conferences Education Training	4,796.15	982.27	3,813.88
Dues and Subscriptions	581.96	904.00	-322.04
Licenses and Permits	15.00	0.00	15.00
Miscellaneous	953.67	707.80	245.87
Office Supplies	767.07	36.36	730.71
Postage and Delivery	242.46	363.02	-120.56
<b>Professional Fees</b>			
Accounting	4,050.00	4,725.00	-675.00
Audit	0.00	5,940.00	-5,940.00
Computer Support	256.00	100.00	156.00
Consulting/Contract	1,150.00	0.00	1,150.00
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
<b>Total Professional Fees</b>	7,955.50	11,917.50	-3,962.00
<b>Salary &amp; Benefits Expense</b>	6,707.39	62,409.11	-55,701.72
Telephone	348.84	525.00	-176.16
<b>Travel &amp; Ent</b>			
Travel	1,207.64	1,078.67	128.97
<b>Total Travel &amp; Ent</b>	1,207.64	1,078.67	128.97
Utilities	784.44	1,012.98	-228.54
<b>Total Expense</b>	27,610.47	85,101.71	-57,491.24
<b>Net Ordinary Income</b>	1,304,962.38	1,458,183.47	-153,221.09
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Other Income	0.00	3,542.12	-3,542.12
<b>Prior Years Encumbrances</b>			
Easement Acquisition	0.00	0.00	0.00
<b>Total Prior Years Encumbrances</b>	0.00	0.00	0.00
<b>Total Other Income</b>	0.00	3,542.12	-3,542.12
<b>Other Expense</b>			
Conservation Easement Procure	0.00	1,722,468.00	-1,722,468.00
Current Year Encumbrances			
Easement Acquisition	0.00	113,766.00	-113,766.00

1:23 PM

Jefferson County Farmland Protection Board

02/06/25

Profit & Loss

Accrual Basis

July 2024 through January 2025

	<u>Jul '24 - Jan 25</u>	<u>Jul '23 - Jan 24</u>	<u>\$ Change</u>
<b>Easement Costs</b>			
Environmental Assessment	0.00	5,100.00	-5,100.00
Easement Administration	2,836.20	2,662.46	173.74
Surveys	17,811.80	7,800.00	10,011.80
Appraisals	3,000.00	5,500.00	-2,500.00
Legal Fees	4,292.00	3,030.25	1,261.75
Settlement Charges	0.00	8,888.00	-8,888.00
<b>Total Easement Costs</b>	<u>27,940.00</u>	<u>32,980.71</u>	<u>-5,040.71</u>
<b>Total Current Year Encumbrances</b>	<u>27,940.00</u>	<u>146,746.71</u>	<u>-118,806.71</u>
<b>Total Other Expense</b>	<u>27,940.00</u>	<u>1,869,214.71</u>	<u>-1,841,274.71</u>
<b>Net Other Income</b>	<u>-27,940.00</u>	<u>-1,865,672.59</u>	<u>1,837,732.59</u>
<b>Net Income</b>	<u><u>1,277,022.38</u></u>	<u><u>-407,489.12</u></u>	<u><u>1,684,511.50</u></u>



## Jefferson County Farmland Protection Board

02/06/25

## Profit &amp; Loss

Accrual Basis

January 2025

	Jan 25	Jan 24	\$ Change
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
Transfer Tax	137,824.04	84,526.20	53,297.84
Grants	0.00	492,097.00	-492,097.00
Interest/Dividends	17,490.15	19,527.40	-2,037.25
Contributions Income			
Individuals	11,730.00	110.02	11,619.98
<b>Total Contributions Income</b>	<b>11,730.00</b>	<b>110.02</b>	<b>11,619.98</b>
<b>Total Income</b>	<b>167,044.19</b>	<b>596,260.62</b>	<b>-429,216.43</b>
<b>Expense</b>			
Bank Service Charges	0.00	65.00	-65.00
Dues and Subscriptions	19.99	0.00	19.99
Office Supplies	0.00	36.36	-36.36
Postage and Delivery	0.00	22.03	-22.03
Professional Fees			
Accounting	0.00	675.00	-675.00
Computer Support	39.00	0.00	39.00
Consulting/Contract	300.00	0.00	300.00
<b>Total Professional Fees</b>	<b>339.00</b>	<b>675.00</b>	<b>-336.00</b>
Salary & Benefits Expense	0.00	5,613.81	-5,613.81
Telephone	0.00	75.00	-75.00
Travel & Ent			
Travel	0.00	101.14	-101.14
<b>Total Travel &amp; Ent</b>	<b>0.00</b>	<b>101.14</b>	<b>-101.14</b>
Utilities	0.00	141.14	-141.14
<b>Total Expense</b>	<b>358.99</b>	<b>6,729.48</b>	<b>-6,370.49</b>
<b>Net Ordinary Income</b>	<b>166,685.20</b>	<b>589,531.14</b>	<b>-422,845.94</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
Other Income	0.00	3,542.12	-3,542.12
<b>Total Other Income</b>	<b>0.00</b>	<b>3,542.12</b>	<b>-3,542.12</b>
<b>Other Expense</b>			
Conservation Easement Procure	0.00	1,722,468.00	-1,722,468.00
Current Year Encumbrances			
Easement Acquisition	0.00	-1,236,234.00	1,236,234.00
Easement Costs			
Easement Administration	0.00	1,802.21	-1,802.21
Settlement Charges	0.00	8,888.00	-8,888.00
<b>Total Easement Costs</b>	<b>0.00</b>	<b>10,690.21</b>	<b>-10,690.21</b>
<b>Total Current Year Encumbrances</b>	<b>0.00</b>	<b>-1,225,543.79</b>	<b>1,225,543.79</b>
<b>Total Other Expense</b>	<b>0.00</b>	<b>496,924.21</b>	<b>-496,924.21</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>-493,382.09</b>	<b>493,382.09</b>
<b>Net Income</b>	<b>166,685.20</b>	<b>96,149.05</b>	<b>70,536.15</b>