

# **Jefferson County Farmland Protection Board Meeting**

**Monday, June 9th, 2025 – 7:00PM**

**JCDA Conference Room 1948 Wiltshire Rd, Kearneysville, WV**

## **MINUTES**

**In attendance:** Julia Yuhasz, Kevin Snyder, Glen Hetzel, Krista Hoffman, Neill Banks, Erik Berndt, Steve Stolipher, Jason Adams (Director)

**Call to Order** President Julia Yuhasz called the meeting to order at 7:08pm

**Approval of Minutes of Previous Meetings** (May 12) Dr. Hetzel moved to accept the May meeting minutes. Mr. Snyder seconded. The motion carried unanimously

**Approval of Treasurer's Report:** (May) Ms. Hoffman moved to accept the May meeting minutes. Mr. Berndt seconded. The motion carried unanimously

### **Administrative Report**

#### **Old Business:**

1. Discussion and possible action for restoration of Property 40

\*This may include executive session to discuss pending litigation per West Virginia Code | §6-9A-4

**Ms. Yuhasz motioned to enter executive session to discuss pending litigation.**

**Mr. Banks seconded the motion. The motion carried unanimously. Dr. Hetzel moved to leave executive session. Mr. Snyder seconded the motion. The motion carried unanimously. No further action taken.**

2. Discussion and possible action concerning funding for FY 2025-01, 2025-03, and 2025-04 applications

**Mr. Banks moved to make a county-only funding offer at the asking price for application 2025-04. Mr. Berndt seconded the motion. The motion carried unanimously. No further action taken on applications 2025-01 and 2025-03 as the board awaits 3<sup>rd</sup> party funding decisions.**

**New Business:**

3. Consider for approval FY2026 budget

**Mr. Berndt moved to approve the FY 2026 budget. Ms. Hoffman seconded. The motion carried unanimously.**

4. Consider for approval lease agreement for office space at WVU Farm

**Not available at time of meeting**

5. Consider for approval review and salary increase for the Stewardship Manager

**Ms. Yuhasz moved to approve the Stewardship Manager's review and a 3.5% salary increase. Ms. Hoffman seconded. The motion carried unanimously.**

6. Consider for approval Eden Design estimate for application deadline mailers

**Mr. Berndt moved to approve the application mailers with Eden Design. Mr. Banks seconded. The motion carried unanimously.**

7. Consider for approval FY2025 LTEP Monitoring Reports

**Ms. Yuhasz moved to approve the FY2025 LTEP monitoring reports. Ms. Hoffman seconded. The motion carried unanimously.**

**Public Comment**

**Adjourn** Mr. Banks moved to adjourn. Mr. Berndt seconded. The motion carried unanimously. Meeting adjourned at 8:23pm

## Jefferson County Farmland Protection Board

## Balance Sheet

As of June 30, 2025

|                                       | Jun 30, 25          | Jun 30, 24          | \$ Change           |
|---------------------------------------|---------------------|---------------------|---------------------|
| <b>ASSETS</b>                         |                     |                     |                     |
| Current Assets                        |                     |                     |                     |
| Checking/Savings                      |                     |                     |                     |
| BCT - CDAR.1                          | 3,511,224.02        | 0.00                | 3,511,224.02        |
| BCT x2840                             | 121,592.49          | 0.00                | 121,592.49          |
| BCT x2832                             | 73,790.91           | 0.00                | 73,790.91           |
| BCT - CDAR                            | 2,166,222.32        | 3,647,826.06        | -1,481,603.74       |
| BCT - Operating x9741                 | 248,461.12          | 146,887.54          | 101,573.58          |
| BCT - Stewardship Reserve x7390       | 0.00                | 115,724.29          | -115,724.29         |
| BCT - Stewardship Account x7412       | 0.00                | 72,929.60           | -72,929.60          |
| BCT - ICS x0740                       | 664,470.84          | 1,396,895.29        | -732,424.45         |
| BCT - ICS EAF x2034                   | 326,168.58          | 370,564.44          | -44,395.86          |
| Total Checking/Savings                | 7,111,930.28        | 5,750,827.22        | 1,361,103.06        |
| Other Current Assets                  |                     |                     |                     |
| Transfer Taxes Receivable             | 158,368.10          | 166,524.60          | -8,156.50           |
| Legal Retainer                        | 3,000.00            | 3,000.00            | 0.00                |
| Total Other Current Assets            | 161,368.10          | 169,524.60          | -8,156.50           |
| Total Current Assets                  | 7,273,298.38        | 5,920,351.82        | 1,352,946.56        |
| <b>TOTAL ASSETS</b>                   | <b>7,273,298.38</b> | <b>5,920,351.82</b> | <b>1,352,946.56</b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                     |                     |                     |
| Liabilities                           |                     |                     |                     |
| Current Liabilities                   |                     |                     |                     |
| Accounts Payable                      |                     |                     |                     |
| Accounts Payable                      | 687.50              | 1,145.99            | -458.49             |
| Total Accounts Payable                | 687.50              | 1,145.99            | -458.49             |
| Other Current Liabilities             |                     |                     |                     |
| Due to Berkeley Co FPB                | 0.00                | 6,116.14            | -6,116.14           |
| Due to Jefferson County Comm.         | 0.00                | 102,938.36          | -102,938.36         |
| Total Other Current Liabilities       | 0.00                | 109,054.50          | -109,054.50         |
| Total Current Liabilities             | 687.50              | 110,200.49          | -109,512.99         |
| <b>Total Liabilities</b>              | <b>687.50</b>       | <b>110,200.49</b>   | <b>-109,512.99</b>  |
| Equity                                |                     |                     |                     |
| Reserved for Encumbrances             | 1,791,725.00        | 2,109,725.00        | -318,000.00         |
| Reserved for Farmland Protect.        | 3,700,426.33        | 3,206,491.03        | 493,935.30          |
| Net Income                            | 1,780,459.55        | 493,935.30          | 1,286,524.25        |
| Total Equity                          | 7,272,610.88        | 5,810,151.33        | 1,462,459.55        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b>7,273,298.38</b> | <b>5,920,351.82</b> | <b>1,352,946.56</b> |

## Jefferson County Farmland Protection Board

07/08/25

## Profit &amp; Loss

Accrual Basis

July 2024 through June 2025

|                                       | Jul '24 - Jun 25    | Jul '23 - Jun 24    |
|---------------------------------------|---------------------|---------------------|
| <b>Ordinary Income/Expense</b>        |                     |                     |
| <b>Income</b>                         |                     |                     |
| WV DEP Grant                          | 0.00                | 60,732.75           |
| Transfer Tax                          | 1,978,850.90        | 1,511,835.92        |
| Grants                                | 0.00                | 492,097.00          |
| Interest/Dividends                    | 228,638.45          | 248,733.83          |
| Contributions Income                  |                     |                     |
| Individuals                           | 54,723.58           | 21,957.03           |
| <b>Total Contributions Income</b>     | <b>54,723.58</b>    | <b>21,957.03</b>    |
| <b>Miscellaneous Income</b>           | <b>39.00</b>        | <b>2.00</b>         |
| <b>Total Income</b>                   | <b>2,262,251.93</b> | <b>2,335,358.53</b> |
| <b>Expense</b>                        |                     |                     |
| Misc Furniture & Equipment            | 513.56              | 4,502.00            |
| Education Reimbursement               | 5,019.24            | 0.00                |
| Copier rental                         | 400.39              | 0.00                |
| Advertising & Marketing Expense       | 2,202.24            | 7,009.75            |
| Bank Service Charges                  | 95.00               | 340.00              |
| Conferences Education Training        | 4,796.15            | 982.27              |
| Dues and Subscriptions                | 1,251.91            | 1,429.00            |
| Interest Expense                      | 1.64                | -0.10               |
| Licenses and Permits                  | 15.00               | 0.00                |
| Miscellaneous                         | 983.67              | 1,516.74            |
| Office Supplies                       | 833.57              | 419.68              |
| Postage and Delivery                  | 257.06              | 420.58              |
| Professional Fees                     |                     |                     |
| Accounting                            | 8,100.00            | 8,100.00            |
| Audit                                 | 486.00              | 5,940.00            |
| Computer Support                      | 451.00              | 100.00              |
| Consulting/Contract                   | 2,650.00            | 0.00                |
| Legal Fees                            | 6,278.00            | 1,625.00            |
| Terra Firma Insurance                 | 3,720.00            | 3,596.00            |
| Professional Fees - Other             | 0.00                | 1,152.50            |
| <b>Total Professional Fees</b>        | <b>21,685.00</b>    | <b>20,513.50</b>    |
| <b>Salary &amp; Benefits Expense</b>  | <b>121,004.27</b>   | <b>126,851.73</b>   |
| Telephone                             | 348.84              | 900.00              |
| Travel & Ent                          |                     |                     |
| Travel                                | 2,374.88            | 1,563.66            |
| <b>Total Travel &amp; Ent</b>         | <b>2,374.88</b>     | <b>1,563.66</b>     |
| <b>Utilities</b>                      | <b>784.44</b>       | <b>1,794.58</b>     |
| <b>Total Expense</b>                  | <b>162,566.86</b>   | <b>168,243.39</b>   |
| <b>Net Ordinary Income</b>            | <b>2,099,685.07</b> | <b>2,167,115.14</b> |
| <b>Other Income/Expense</b>           |                     |                     |
| <b>Other Income</b>                   |                     |                     |
| Prior Years Encumbrances              |                     |                     |
| Easement Acquisition                  | 0.00                | 0.00                |
| <b>Total Prior Years Encumbrances</b> | <b>0.00</b>         | <b>0.00</b>         |
| <b>Total Other Income</b>             | <b>0.00</b>         | <b>0.00</b>         |
| <b>Other Expense</b>                  |                     |                     |
| Conservation Easement Procure         | 0.00                | 1,722,468.00        |
| Current Year Encumbrances             |                     |                     |
| Easement Acquisition                  | 282,000.00          | -87,684.00          |

12:18 PM

## Jefferson County Farmland Protection Board

07/08/25

## Profit &amp; Loss

Accrual Basis

July 2024 through June 2025

|  | Jul '24 - Jun 25    | Jul '23 - Jun 24     |
|--|---------------------|----------------------|
| <b>Easement Costs</b>                    |                     |                      |
| Environmental Assessment                 | 0.00                | 5,964.25             |
| Easement Administration                  | 4,687.22            | 2,662.46             |
| Surveys                                  | 24,946.30           | 13,293.00            |
| Appraisals                               | 3,000.00            | 8,000.00             |
| Legal Fees                               | 4,292.00            | 3,030.25             |
| Settlement Charges                       | 0.00                | 5,345.88             |
| Other                                    | 0.00                | 100.00               |
| <b>Total Easement Costs</b>              | <b>36,925.52</b>    | <b>38,395.84</b>     |
| <b>Current Year Encumbrances - Other</b> | <b>300.00</b>       | <b>0.00</b>          |
| <b>Total Current Year Encumbrances</b>   | <b>319,225.52</b>   | <b>-49,288.16</b>    |
| <b>Total Other Expense</b>               | <b>319,225.52</b>   | <b>1,673,179.84</b>  |
| <b>Net Other Income</b>                  | <b>-319,225.52</b>  | <b>-1,673,179.84</b> |
| <b>Net Income</b>                        | <b>1,780,459.55</b> | <b>493,935.30</b>    |

**Profit & Loss**

July 2024 through June 2025

|                                 | <u>\$ Change</u> |
|---------------------------------|------------------|
| <b>Ordinary Income/Expense</b>  |                  |
| Income                          |                  |
| WV DEP Grant                    | -60,732.75       |
| Transfer Tax                    | 467,014.98       |
| Grants                          | -492,097.00      |
| Interest/Dividends              | -20,095.38       |
| Contributions Income            |                  |
| Individuals                     | 32,766.55        |
| Total Contributions Income      | 32,766.55        |
| Miscellaneous Income            | 37.00            |
| Total Income                    | -73,106.60       |
| Expense                         |                  |
| Misc Furniture & Equipment      | -3,988.44        |
| Education Reimbursement         | 5,019.24         |
| Copier rental                   | 400.39           |
| Advertising & Marketing Expense | -4,807.51        |
| Bank Service Charges            | -245.00          |
| Conferences Education Training  | 3,813.88         |
| Dues and Subscriptions          | -177.09          |
| Interest Expense                | 1.74             |
| Licenses and Permits            | 15.00            |
| Miscellaneous                   | -533.07          |
| Office Supplies                 | 413.89           |
| Postage and Delivery            | -163.52          |
| Professional Fees               |                  |
| Accounting                      | 0.00             |
| Audit                           | -5,454.00        |
| Computer Support                | 351.00           |
| Consulting/Contract             | 2,650.00         |
| Legal Fees                      | 4,653.00         |
| Terra Firma Insurance           | 124.00           |
| Professional Fees - Other       | -1,152.50        |
| Total Professional Fees         | 1,171.50         |
| Salary & Benefits Expense       | -5,847.46        |
| Telephone                       | -551.16          |
| Travel & Ent                    |                  |
| Travel                          | 811.22           |
| Total Travel & Ent              | 811.22           |
| Utilities                       | -1,010.14        |
| Total Expense                   | -5,676.53        |
| Net Ordinary Income             | -67,430.07       |
| <b>Other Income/Expense</b>     |                  |
| Other Income                    |                  |
| Prior Years Encumbrances        |                  |
| Easement Acquisition            | 0.00             |
| Total Prior Years Encumbrances  | 0.00             |
| Total Other Income              | 0.00             |
| <b>Other Expense</b>            |                  |
| Conservation Easement Procure   | -1,722,468.00    |
| Current Year Encumbrances       |                  |
| Easement Acquisition            | 369,684.00       |

12:18 PM

Jefferson County Farmland Protection Board

07/08/25

Profit & Loss

Accrual Basis

July 2024 through June 2025

|                                   | \$ Change     |
|-----------------------------------|---------------|
| Easement Costs                    |               |
| Environmental Assessment          | -5,964.25     |
| Easement Administration           | 2,024.76      |
| Surveys                           | 11,653.30     |
| Appraisals                        | -5,000.00     |
| Legal Fees                        | 1,261.75      |
| Settlement Charges                | -5,345.88     |
| Other                             | -100.00       |
| Total Easement Costs              | -1,470.32     |
| Current Year Encumbrances - Other | 300.00        |
| Total Current Year Encumbrances   | 368,513.68    |
| Total Other Expense               | -1,353,954.32 |
| Net Other Income                  | 1,353,954.32  |
| Net Income                        | 1,286,524.25  |