Jefferson County Farmland Protection Board

Board Meeting......Monday, April 13, 2015
Jefferson County Public Services Building
Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

DRAFT AGENDA

5:10pm ..........Call to Order and Opening Remarks * Action item

Introduction of Guests:

Approval of Minutes of Previous Meeting (March 9, 2015)*

Treasurer’s Report *

Administrator’s Report

Unfinished Business

- Consider for approval: Memorandum of Understanding with the Land Trust of the Eastern Panhandle for baseline preparation, monitoring, and enforcement stewardship fees*

New Business:

- Review and accept FY14 Independent Audit from Perry and Associates*

Committee Reports
- Easement Committee
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/Board Development
- Strategic Plan Committee

Announcements:

7:00 pm ---------- Adjourn

All Farmland Protection Board meetings are open to the public.
To address the Board, contact Elizabeth McDonald to be placed on the agenda.
Email: FarmlandProtection@jcda.net  Phone: (304) 724-1414
Jefferson County Farmland Protection Board

Board Meeting......Monday, April 13, 2015
Jefferson County Public Services Building
Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

MEETING MINUTES DRAFT

5:02pm ..........Call to Order and Opening Remarks
* Action item
• Meeting called to order by Ms. McDonald. Attending the meeting were Mr. Ober, Mr. Glenn, Mr. Quinn, Ms. Tabb and Ms. Wheeler.

Introduction of Guests:
• None.

Approval of Minutes of Previous Meeting (March 9, 2015)*
• Hearing no objections the minutes were approved by unanimous consent.

Treasurer’s Report *
• Ms. Wheeler presented report in Mr. Reisenweber’s absence.
• Mr. Glenn moved to accept the Treasurer’s Report, seconded by Mr. Ober. The motion passed unanimously.

Administrator’s Report
• Received administrator’s report from Ms. Wheeler
  o Nothing in addition to written report.

Unfinished Business

- Consider for approval: Memorandum of Understanding with the Land Trust of the Eastern Panhandle for baseline preparation, monitoring, and enforcement stewardship fees*
  o Easement committee still working MOU language with LTEP, specifically to change of “Approvals of Landowner Requests” to “Approval for Landowner requests for easement waivers or clarification”.
  o Additionally, clarifications are needed to what happens when co-holders disagree, and the landowner is caught in the middle.

New Business:

- Review and accept FY14 Independent Audit from Perry and Associates*
  o Reviewed audit findings, which were found as acceptable by the auditor.
  o Mr. Glenn moved to accept the Audit Report, seconded by Mr. Ober. The motion passed unanimously.

Committee Reports
- Easement Committee
- Next meeting 5/4 at 5pm
- Finance Committee
- Fundraising and Public Relations Committee
  - Next meeting tbd via email
- Personnel Committee/ Board Development
- Strategic Plan Committee
  - Next meeting 4/27 at 5pm

**Announcements:**

5:41 pm --------- Adjourn

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## Jefferson County Farmland Protection Board

### Balance Sheet

**As of March 31, 2015**

### ASSETS

**Current Assets**
- Checking/Savings: $1,462,488.16
- BCT - ICS: $16,262.26
- BCT - Easement Acquisition Fund: $216,411.47
- Bank of Charles Town: $800.62
- BCT - Stewardship Account: $12,535.75

**Total Checking/Savings**: $1,708,498.26

**Other Current Assets**
- Legal Retainer: $3,000.00

**Total Other Current Assets**: $3,000.00

**Total Current Assets**: $1,711,498.26

**Fixed Assets**
- Computer Equipment: $508.95

**Total Fixed Assets**: $508.95

**TOTAL ASSETS**: $1,712,007.21

### LIABILITIES & EQUITY

**Liabilities**
- Current Liabilities
  - Other Current Liabilities: $50,928.57
    - Due to County Commission: $50,928.57

**Total Other Current Liabilities**: $50,928.57

**Total Current Liabilities**: $50,928.57

**Total Liabilities**: $50,928.57

**Equity**
- Reserved for Encumbrances: $685,999.26
- Reserved for Farmland Protect.: $1,343,661.39
- Net Income: $-368,582.01

**Total Equity**: $1,661,078.64

**TOTAL LIABILITIES & EQUITY**: $1,712,007.21
# Profit & Loss

**March 2015**

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<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Mar 15</th>
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<tbody>
<tr>
<td>Income</td>
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<tr>
<td>Interest/Dividends</td>
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<td>Contributions Income</td>
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<td>Expense</td>
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<td>Postage and Delivery</td>
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<td>Professional Fees</td>
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<td>Salary &amp; Benefits Expense</td>
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<td><strong>Total Expense</strong></td>
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Jefferson County Farmland Protection Board
Administrator’s Monthly Report …… April 13, 2015

Easement Progress:
• AAA: New appraisal pending.

Easement Inquiries: none

Easement policy/ issues:
- New Farm Bill rules may require counties to use a market rate for easement valuation, eliminating need for individual appraisals. Easement committee should consider policy re: county contribution to the easement payment, and use of qualifying appraisal to determine value.
- Eminent domain policy discussion at the state level on April 22.
- Working with Berkeley County to consider adding several soil classifications to our qualifying soils list.
- The conservation tax credit legislative study resolution (SCR33) passed in the legislature.

Communications/Outreach:
- Preparing for Capitol Hill visit in May
- Produced new WV conservation organization brochure
- JCFPB’s Hoover easement on cover of LTA national magazine, Saving Land, also submitted by LTA to Independent Sector.

Administration:
• March 16: Deposited February transfer tax: $30,008.56

Projects in process:
• RCPP Grant award: Committee preparing ranking criteria, guidelines, timetable.
• ABPP: Priority project currently. Working on Landowner Guide, scheduling all four workshops in June.
• Easement record audit ongoing with volunteer assistance from Linda Walker and Don Owen

Events:
April 14: WV Association of Farmland Protection Boards quarterly meeting, Moorefield
April 22: Eminent domain policy meeting, Elkins
April 23: WV Agricultural Lands Protection Authority Board meeting, Clarksburg
April 29: WV Coalition of Land Trusts Policy Group (tax credit program), Buckhannon

Webinars:
• June 2: Building Better E-News and Print Newsletters 2 – 3:30
Committees:
Strategic Plan Committee:
   Next Quarterly review: need to schedule (Liz, Liz, Jane)

Fundraising/PR Committee (Rob, Russ, Liz):

Easement Committee Items: SCHEDULE MEETING MAY 4 - 8
1. Develop Conservation Plan
2. Policy issue: forestry - review WV Ag Land Protection Authority’s proposed policy
4. Develop checklist of fees and financial obligations that landowner should have in advance, i.e., a “welcome” package that leads landowners through the process. Liz W. is preparing.