

Jefferson County Farmland Protection Board

Board Meeting.....Monday August 11, 2014

Jefferson County Public Services Building
Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

AGENDA

5:00pmCall to Order and Opening Remarks

* Action item

Introduction of Guests:

Approval of Minutes of Previous Meeting (July 14, 2014)*

Treasurer's Report *

FY 14 Financial Report (Eric Lewis)*

Administrator's Report

Unfinished Business

- Olcott easement amendment status

New Business:

- Consider for approval: Accept the ABPP grant award of \$25,300 for the *Jefferson County WV Battlefield Preservation Outreach Project: Shepherdstown, Smithfield, Summit Point (GA-2287-14-007) **
- Consider for approval: the FY 15 NRCS coop agreement *
- Consider for approval: the updated FY15 Program *
- Consider for approval: the FY14 Annual report draft *
- Consider for approval: the FY14 Annual report expense of \$693.00 for design and printing *
- Discuss Crowd Funding opportunities

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 August 11, 2014

Jefferson County Public Services Building
Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

MEETING MINUTES

5:00pmCall to Order and Opening Remarks

* Action item

- Meeting called to order by John Reisenweber. Attending the meeting were Mr. Ober, Mr. Glenn, Mr. Quinn (phone), Mr. Reisenweber and Ms. Wheeler.

Introduction of Guests:

- Eric Lewis

Approval of Minutes of Previous Meeting (July 14, 2014)*

- Hearing no objections the minutes were approved with unanimous consent.

Treasurer's Report *

- Mr. Reisenweber presented the July Treasurer's Report.
- Mr. Glenn moved to accept the Treasurer's Reports. Seconded by Mr. Ober. The motion passed unanimously.

FY 14 Financial Report (Eric Lewis)*

- Mr. Lewis reviewed the FY14 Financial Report, including balance sheet and income summary
- Mr. Glenn moved to accept the FY14 Report, Seconded by Mr. Ober. The motion passed unanimously.

Administrator's Report

- Received administrator's report from Ms. Wheeler
 - In addition to report, had to do an administrative correction to QQ to fix date error on closing.

Unfinished Business

- Olcott easement amendment status
 - Monitoring visit completed, no issues
 - Amendment discussion still needs to happen

New Business:

- Consider for approval: Accept the ABPP grant award of \$25,300 for the *Jefferson County WV Battlefield Preservation Outreach Project: Shepherdstown, Smithfield, Summit Point (GA-2287-14-007)* *
 - Mr. Quinn moved to accept the ABPP grant, seconded by Mr. Glenn. The motion passed unanimously.
- Consider for approval: the FY 15 NRCS coop agreement *
 - Discussed annual renewal. One addition this year adds right for NRCS to inspect/validate conservation plan.
 - Mr. Glenn moved to accept the coop agreement, seconded by Mr. Ober. The motion passed unanimously.

- Consider for approval: the updated FY15 Program *
 - o Update soil information & statistics, etc. Only other minor edits.
 - o Mr. Glenn moved to accept the FY15 Program, seconded by Mr. Quinn. The motion passed unanimously.
- Consider for approval: the FY14 Annual report draft *
 - o One small numbers change to pie chart
 - o Mr. Reisenweber moved to accept FY14 Annual report, seconded by Mr. Glenn. The motion passed unanimously.
- Consider for approval: the FY14 Annual report expense of \$693.00 for design and printing *
 - o Mr. Reisenweber moved to accept FY14 Annual Report expense , seconded by Mr. Glenn. The motion passed unanimously.
- Discuss Crowd Funding opportunities
 - o Discussed idea and opportunities
 - o Refer to fundraising committee.

Committee Reports

- Easement Committee – no report
- Finance Committee – covered FY14 Financial Report
- Fundraising and Public Relations Committee – no report
- Personnel Committee/ Board Development – personnel review completed.
- Strategic Plan Committee

Announcements:

6:04 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

3:55 PM

08/15/14

Accrual Basis

Jefferson County Farmland Protection Board
Balance Sheet
As of July 31, 2014

	<u>Jul 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,306,652.92
BCT - Easement Acquisition Fund	13,276.57
Bank of Charles Town	152,318.25
BCT - Fundraising Account	795.08
BCT - Stewardship Account	12,517.41
Total Checking/Savings	<u>1,485,560.23</u>
Other Current Assets	
Legal Retainer	3,000.00
Total Other Current Assets	<u>3,000.00</u>
Total Current Assets	<u>1,488,560.23</u>
TOTAL ASSETS	<u>1,488,560.23</u>
LIABILITIES & EQUITY	
Equity	
Reserved for Encumbrances	145,320.00
Reserved for Farmland Protect.	1,343,661.39
Net Income	-421.16
Total Equity	<u>1,488,560.23</u>
TOTAL LIABILITIES & EQUITY	<u>1,488,560.23</u>

3:54 PM

08/15/14

Accrual Basis

Jefferson County Farmland Protection Board
Profit & Loss
July 2014

	<u>Jul 14</u>
Ordinary Income/Expense	
Income	
Interest/Dividends	92.84
Contributions Income	110.00
Total Income	<u>202.84</u>
Expense	
Dues and Subscriptions	75.00
Licenses and Permits	50.00
Postage and Delivery	62.00
Professional Fees	
Accounting	437.00
Computer Support	0.00
Total Professional Fees	<u>437.00</u>
Total Expense	<u>624.00</u>
Net Ordinary Income	<u>-421.16</u>
Net Income	<u><u>-421.16</u></u>

Jefferson County Farmland Protection Board

8/15/2014 3:56 PM

Register: Bank of Charles Town

From 07/01/2014 through 07/31/2014

Sorted by: Date, Type, Number/Ref

<u>Date</u>	<u>Number</u>	<u>Payee</u>	<u>Account</u>	<u>Memo</u>	<u>Payment</u>	<u>C</u>	<u>Deposit</u>	<u>Balance</u>
07/11/2014			Transfer Taxes Receiva...	Deposit		X	49,627.60	152,978.66
07/14/2014	3664	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice #14-00...	525.00	X		152,453.66
07/14/2014	3665	USPS	Postage and Delivery	Box 731 - 12 ...	62.00	X		152,391.66
07/14/2014	3666	United Bank	Professional Fees:Com...	E Wheeler June...	39.00	X		152,352.66
07/22/2014	3667	JC Chamber of Com...	Dues and Subscriptions		75.00	X		152,277.66
07/22/2014	3668	WV Secretary of State	Licenses and Permits		50.00			152,227.66
07/31/2014			Interest/Dividends	Interest		X	90.59	152,318.25

Jefferson County Farmland Protection Board

Administrator's Monthly Report August 11, 2014

Easement Progress:

- Property VV: NRCS questions re: Nicewarner easement were addressed July 2. On July 10, NRCS raised minor issue with survey, which was resolved. Appraisal expires August 21. Anticipate JCFPB will pay full price, and request reimbursement from NRCS. New IRS rules require extensive documentation of easement for donation deduction.
- Corrected date on Donley easement (QQ) with an affidavit signed by Bill Donley

Easement Inquiries:

- 7.29.2014: Met w/ prospective buyer of Avon Bend equine property 296 acres.

Easement policy/ issues:

- NRCS rule-making re: Regional rate cap – still undecided. Will not be in effect for FY14 applications.
- New NRCS template with forestry language: Still Pending
- New Funding source: Regional Conservation Partnership Program –
- Olcott: Monitoring – Visited property July 30.
- FarmBill Agricultural Land Easement (ALE) program Updates:
 - July 22: National HQ allocation of \$\$ to states
 - August 11: Notification for FY 14 funding. Cooperative agreements in states to be executed

Communications/Outreach:

Press release re: ABPP grant sent August 5, 2014, Journal News will write story.
Shepherdstown Rotary Club: Tuesday, August 12.

Administration:

Volunteer: Linda Walker will assist with admin work two ½ day Fridays per month
Possible p/t volunteer: Jeff Cross (has been assisting Development Authority)

Projects in process:

- Identify Professional community for farmland protection outreach & education
- 2014 Annual Report
- Planning - September 17 – 19 WVAFPB meeting, Canaan Valley Resort
- RCPP Grant proposal – pre-proposal has been accepted, full proposal due Sept. 26.
- GIS analysis for Conservation Planning: Mike Harman w/ Extension is developing a tool with data from County GIS office.
- August 14, 2014 - ABPP project training, Washington DC

Events:

- Jefferson County Fair August 16 - 23
- September 17 – 19 WVAFPB meeting, Canaan Valley Resort

Committees:

Fundraising/PR Committee items:

1. Assess goals in Strategic Plan, revise action list
2. Plan for Board roles in program support/ fundraising

Easement Committee Items:

1. Revisit policy/process on appraisal requirements
2. Recommend price cap (we do not have an official cap that I can find)
3. Develop Conservation Plan
4. Board participation in monitoring
5. Policy issue: forestry (whenever it emerges from the AG's office)
- ~~6. Policy Issue: Property tax default on easements & threat to easement~~
- ~~7. Policy issue: pipestem connections between non-contiguous parcels~~
8. Service issues: addressing landowner needs for comprehensive planning for sustainable operations, succession, etc to support successful easements
9. ABPP Outreach project (if we get funded, notification in July)
10. New Farmbill rules –regional market rate caps, eminent domain challenges and defense.

Strategic Plan Committee:

1. Need to reschedule Quarterly review

Assume available cash of \$1,500,000

Local Board expense for Buckles	\$680,652.87
Local Board expense for Carter	\$178,500.00
Balance after purchases	\$632,848.00