Jefferson County Farmland Protection Board

Board Meeting……..Monday, August 10, 2015
Jefferson County Public Services Building
Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

AGENDA

5:00pm …………Call to Order and Opening Remarks * Action item

Introduction of Guests:

Approval of Minutes of Previous Meeting (July 13, 2015)*

Treasurer’s Report *

Administrator’s Report

Unfinished Business
- Review Prosecuting Attorney advisory re: legal representation, discuss insurance coverage options.

New Business:
- Consider for approval: FY16 Budget*
- Consider for approval: FY15 Annual Report draft text*
- Consider for Approval: payment not to exceed $800.00 for baseline report for Property AAA*
- Consider for approval: payment not to exceed $600.00 for updating survey for Property AAA*
- Consider for approval: payment not to exceed $2,500.00 for updating appraisal for Property AAA*
- Consider for approval: Payment not to exceed $1,500 for travel, registration & fees for LTA Rally conference October 8 – 10 2015, for Administrator.*

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
5:01pm ..........Call to Order and Opening Remarks * Action item

- Meeting called to order by President Liz McDonald. Attending the meeting were Mr. Glenn, Mr. Ober, Mr. Kercheval, Mr. Quinn, Ms. Tabb, Mr. Reisenweber and Ms. Wheeler.

Introduction of Guests

- None

Approval of Minutes of Previous Meeting (July 13, 2015)*

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

Treasurer’s Report *

- Mr. Reisenweber presented report.
- Mr. Quinn moved to accept the Treasurer’s Report with the minor adjustment, seconded by Mr. Glenn.
  The motion passed unanimously.

Administrator’s Report

- Received administrator’s report from Ms. Wheeler, in addition to written report:
  - Shared new Farm Bill Agriculture Conservation Easement Program – Agricultural Land Easement (ACEP-ALE) reporting items.

Unfinished Business

- Review Prosecuting Attorney advisory re: legal representation, discuss insurance coverage options.
  - Still unclear, queries are out Ms. Stephanie Grove at Prosecuting Attorney’s office.
  - Ms. Wheeler will investigate liability coverage similar to Jeff Co Dev Authority and Terra Firma insurance options (both liability and easement).

New Business:

- Consider for approval: FY16 Budget*
  - Discussed budget, updates and questions to:
    - To salary & benefits line item needed
    - Treatment of grants in costs
  - Mr. Reisenweber moved to accept the FY16 Budget, seconded by Mr. Glenn. The motion did not pass, was decide to update budget and represent next month.

- Consider for approval: FY15 Annual Report draft text*
  - Board still needs to review, please send comments, and approval by email.
- Consider for Approval: payment not to exceed $800.00 for baseline report for Property AAA*
- Consider for approval: payment not to exceed $600.00 for updating survey for Property AAA*
Consider for approval: payment not to exceed $2,500.00 for updating appraisal for Property AAA*
  o  Mr. Ober moved to approve the payment not to exceed $1000 baseline report, $600 updating survey, and not to exceed $2500 for updating appraisal for AAA property. Seconded by Mr. Glenn. The motion passed unanimously.

Consider for approval: Payment not to exceed $1,500 for travel, registration & fees for LTA Rally conference October 8 – 10 2015, for Administrator.*
  o  Mr. Reisenweber moved to approve not to exceed $1500 for travel October 7 – 10 to LTA Rally, seconded by Mr. Kercheval. The motion passed unanimously.

Committee Reports
  - Easement Committee - none
  - Finance Committee- none
  - Fundraising and Public Relations Committee- none
  - Personnel Committee/ Board Development- none
  - Strategic Plan Committee- none

Announcements:

5:58 pm --------- Adjourn

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# Balance Sheet

**Jefferson County Farmland Protection Board**

**As of July 31, 2015**

## ASSETS

### Current Assets
- Checking/Savings
  - BCT - ICS: 1,665,665.83
  - BCT - Easement Acquisition Fund: 16,462.74
  - Bank of Charles Town: 170,103.31
  - BCT - Fundraising Account: 800.88
  - BCT - Stewardship Account: 12,539.94

  **Total Checking/Savings:** 1,865,572.70

- Other Current Assets
  - Transfer Taxes Receivable: 59,010.60
  - Legal Retainer: 3,000.00

  **Total Other Current Assets:** 62,010.60

**Total Current Assets:** 1,927,583.30

### Fixed Assets
- Computer Equipment: 508.95

**Total Fixed Assets:** 508.95

**TOTAL ASSETS:** 1,928,092.25

## LIABILITIES & EQUITY

### Equity
- Reserved for Encumbrances: 686,999.26
- Reserved for Farmland Protect.: 1,178,239.12
- Net Income: 63,853.87

**Total Equity:** 1,928,092.25

**TOTAL LIABILITIES & EQUITY:** 1,928,092.25
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Jefferson County Farmland Protection Board
Administrator’s Monthly Report ….. August 10, 2015

Easement Progress:
• AAA: Discussed current status July 23 with NRCS, two-parcel allowance in program manual. Working on addressing residential envelope identification and size of main parcels to meet program guidelines.
• ZZ & EEE: NRCS ordered Phase I assessments for execution in July, but with no funding commitment. Requested confirmation of details of impervious surface 3% waiver by Property EEE.
• Monitoring visits to QQ and VV completed Friday 7/31 to meet NRCS deadline.

Easement policy/ issues:
- NRCS FY12 funds: $1.7MM. NRCS stated at WV Authority meeting that they will not address re-allotment of funds until “other priorities have been addressed.” They will not commit to a deadline. Funds expire August 2016.
- NRCS expects to announce FY16 funding cycle October 1, with December 1 submission deadline.

Administration:
• Chris Luttrell will continue work on easements. Rob Glenn will assist pro-bono with Property AAA.

Projects in process:
• RCPP FY15 Grant award: Committee approving ranking criteria August 10.
• FY15 Annual Report. Due July 31
• FY16 Program review and revision, pending final NRCS rules.

Events/Meetings:
August 18: WV Agricultural Land Authority Finance Committee Meeting with NRCS
August 19: WV State Technical Advisory Committee Meeting