

Jefferson County Farmland Protection Board

Board Meeting.....Monday, December 8, 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: Grant Smith

Approval of Minutes of Previous Meeting (November 10, 2014)*

Treasurer's Report *

Administrator's Report

Unfinished Business

- Consider for approval: Memorandum of Understanding to clarify the original intent of the Rene and Shannon Donley Deed of Conservation Easement *
- Annual conflict of interest form

New Business:

- Discuss eliminating or modifying the provision in Article III, Section 1 of the Bylaws: "Officers may succeed themselves for only one, (1), additional year"
- Consider for approval: Joint letter with LTEP notifying John Writt of easement violation*
- Consider for approval: Memorandum of Understanding with LTEP for baseline preparation, stewardship fees, monitoring, and enforcement*
- Consider for approval: Amendment of policy on title investigation and subordination*

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, December 8, 2014

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Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

MEETING MINUTES DRAFT

5:07pmCall to Order and Opening Remarks

* Action item

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

Introduction of Guests: Grant Smith (LTEP) and Chris Luttrell (via phone)

Approval of Minutes of Previous Meeting (November 10, 2014)*

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

Treasurer's Report *

- Mr. Quinn moved to accept the Treasurer's Report. Seconded by Mr. Glenn. The motion passed unanimously.

Administrator's Report

- Received administrator's report from Ms. Wheeler
 - No additions or discussions beyond written report

Unfinished Business

- Consider for approval: Memorandum of Understanding to clarify the original intent of the Rene and Shannon Donley Deed of Conservation Easement *
 - Mr. Luttrell reviewed progress to create MOU, discussed whether all parties were on the same page with the agreement. Mr. Smith conveyed he believes NRCS is in line with approach.
 - Mr. Luttrell will circulate an updated draft in the next couple days, and Mr. Smith will arrange a face-to-face meeting with Mr. Luttrell to make sure there are no other questions/concerns.
 - Next step would be review of final documents by both JCFPB and LTEP.
- Annual conflict of interest form
 - Has been completed.

New Business:

- Discuss eliminating or modifying the provision in Article III, Section 1 of the Bylaws: "Officers may succeed themselves for only one, (1), additional year"
 - To change the bylaws, a special meeting must be called with proper notice to board members.
 - Ms. McDonald requested a special meeting be scheduled for Jan 12th, Ms. Wheeler will send out official notice for meeting and meeting topics.
- Consider for approval: Joint letter with LTEP notifying John Writt of easement violation*
 - Board consensus to send letter as drafted to Mr. Writt.
- Consider for approval: Memorandum of Understanding with LTEP for baseline preparation, stewardship fees, monitoring, and enforcement*
 - Mr. Smith discussed draft MOU, that it was created to document current processes and operating procedures so that it new board members to both organizations have history and

documentation.

- Mr. Glenn suggested the MOU be referred to Easement Committee for review, no issues are seen on a quick read but appropriate for committee to make recommendation to board.
- Consider for approval: Amendment of policy on title investigation and subordination*
 - Discuss need to amend policy to account for application process that now does not require yellow book appraisal. Need for early indication during application process that assures JCFPB mortgage subordination concerns are discussed and reasonable agreement in future by parties since appraisal process now comes later in easement selection process.
 - Mr. Glenn moved to amend paragraph H of Standard 9: Ensuring Sound Transaction Board policies to incorporate proposed changes handed out during board meeting. Seconded by Mr. Kercheval. The motion passed unanimously

Committee Reports (no reports).

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

Announcements:

6:14 pm ----- Adjourn

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Jefferson County Farmland Protection Board
Balance Sheet
As of November 30, 2014

	<u>Nov 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,359,657.80
BCT - Easement Acquisition Fund	13,370.42
Bank of Charles Town	118,378.26
BCT - Fundraising Account	795.35
BCT - Stewardship Account	12,521.59
Total Checking/Savings	<u>1,504,723.42</u>
Other Current Assets	
Legal Retainer	3,000.00
Total Other Current Assets	<u>3,000.00</u>
Total Current Assets	<u>1,507,723.42</u>
TOTAL ASSETS	<u><u>1,507,723.42</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	16,976.19
Total Other Current Liabilities	<u>16,976.19</u>
Total Current Liabilities	<u>16,976.19</u>
Total Liabilities	16,976.19
Equity	
Reserved for Encumbrances	685,999.26
Reserved for Farmland Protect.	1,343,661.39
Net Income	-538,913.42
Total Equity	<u>1,490,747.23</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,507,723.42</u></u>

2:44 PM
12/08/14
Accrual Basis

Jefferson County Farmland Protection Board
Profit & Loss
November 2014

	<u>Nov 14</u>
Ordinary Income/Expense	
Income	
Transfer Tax	46,732.81
Interest/Dividends	729.78
Contributions Income	9.41
Total Income	<u>47,472.00</u>
Expense	
Miscellaneous	0.00
Professional Fees	
Computer Support	78.00
Total Professional Fees	<u>78.00</u>
Supplies	120.20
Travel & Ent	
Travel	327.72
Total Travel & Ent	<u>327.72</u>
Total Expense	<u>525.92</u>
Net Ordinary Income	<u>46,946.08</u>
Net Income	<u><u>46,946.08</u></u>

Jefferson County Farmland Protection Board

12/8/2014 2:41 PM

Register: Bank of Charles Town

From 11/01/2014 through 11/30/2014

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>
11/03/2014			Transfer Tax	Deposit		X	46,732.81	118,846.89
11/07/2014	3687	United Bankcard	-split-	October P-Card...	525.92	X		118,320.97
11/30/2014			Interest/Dividends	Interest		X	57.29	118,378.26

Jefferson County Farmland Protection Board

Administrator's Monthly Report December 8, 2014

Easement Progress:

- AAA Phase 1 Environmental Report indicates that condition of the buried oil tank needs to be verified. Landowner is pursuing test and /or removal.

Easement Inquiries:

- FY15 Applications (Deadline Dec. 1): New applications received from CCC (50 ac), DDD (70 ac), (EEE 216 acres). Re-applications from BBB (75.8ac), WW (80 ac), ZZ (119 ac).
- Inquiries: 11/13/14: 100+ acres, Kabletown, 11/24/14: 450+ acres Kabletown

Easement policy/ issues:

- Status of tax lien sale on Laurie Scott property (48 ac +/-). Taxes paid Nov. 14.
- Olcott: Joint letter from JCFPB & Potomac Conservancy sent November 11th w/ offer to meet. No response.

Easement Monitoring: Last monitoring for the year Tuesday Dec. 9 – McCormick property.

Communications/Outreach:

- Annual letter completed. Contents: letter, annual report.
- Dec. 7: Presentation to the Shepherdstown Battlefield Preservation Association about ABPP outreach project

Administration:

- Dec 1: Deposited October transfer tax: \$51,892.53
- Updated Website, with PayPal link and Amazon Smile linked to Easement Acquisition Fund Account
- Board Conflict of Interest forms – need Nick Kercheval signature & on Board Program
- Compiling list of Board's affiliations with other boards and organizations.

Projects in process:

- Identify Professional community for farmland protection outreach & education
- RCPP Grant proposal award now appears to be reduced to \$1MM for 2 years. Official announcement still delayed.
- ABPP: Organizing writers for Landowners Guide to be used in workshops and for general outreach

Events:

- Dec. 15: Coalition of WV Land Trusts Policy meeting
- January 13, 2015: Conservation Policy Working Group meeting
- January 15, 2015: Transition Planning with Jesse Richardson, 6:30 pm. Berkeley County Youth Fairgrounds. Call 304-264-1936 by noon on Wednesday the week before.

Committees:

Strategic Plan Committee:

1. Next Quarterly review: January

Fundraising/PR Committee items:

1. Plan for Board roles in program support/ fundraising

Easement Committee Items:

1. Develop Conservation Plan
2. Policy issue: forestry - review WV Ag Land Protection Authority's proposed policy
3. Service issues: addressing landowner needs for comprehensive planning for sustainable operations, succession, etc to support successful easements
4. New Farmbill rules –regional market rate caps, eminent domain challenges and defense.