

Jefferson County Farmland Protection Board

Board Meeting.....Monday, January 12, 2015

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

AGENDA

5:10pm .....Call to Order and Opening Remarks

\* Action item

**Introduction of Guests:**

**Approval of Minutes of Previous Meeting (December 8, 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 \*
- Consider for approval: Memorandum of Understanding with LTEP for baseline preparation, stewardship fees, monitoring, and enforcement\*

**New Business:**

- Consider for approval: Accept 2014 Monitoring reports. \*
- Consider for approval: Accept FY 2015 Applications for Conservation Easements on properties WW, ZZ, DDD, EEE, FFF for application to NRCS for matching funds\*
- Consider for approval: Accept properties ZZ, EEE and FFF for application for matching funds to the WV Agricultural Lands Protection Authority. \*
- Proposed 2015 monitoring schedule.

**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

Special Board Meeting.....Monday, January 12, 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

**Approval of Minutes of Previous Meeting (December 8, 2014)\***

**New Business:**

- Consider for approval: eliminating the provision in Article III, Section 1 of the Bylaws: "Officers may succeed themselves for only one, (1), additional year"\*

**Announcements:**

5:30 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, January 12, 2015

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

MEETING MINUTES

5:15pm .....Call to Order and Opening Remarks

\* Action item

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

**Introduction of Guests:**

- None

**Approval of Minutes of Previous Meeting (December 8, 2014)\***

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

**Treasurer's Report \***

- Ms. Wheeler reviewed report in Treasurers' absence. Discussed need to sweep BCT accounts into the BCT ICS for FDIC since at or slightly over \$250K.
- Mr. Glenn moved to accept the Treasurer's Report. Seconded by Mr. Quinn. 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 \*
  - Tabled discussion due to Mr. Luttrell being unavailable this evening.

Consider for approval: Memorandum of Understanding with LTEP for baseline preparation, stewardship fees, monitoring, and enforcement\*

- Discussed MOU, how it mainly documents our current operating procedures.
- Discussed at length the intent of LTEP's of stewardship donation language, and need to clarify the language about who had lead on informing the landowner on the voluntary contribution.
- Ms. Wheeler took action to propose revised language to easement committee to review before sending to board for approval.

**New Business:**

- Consider for approval: Accept 2014 Monitoring reports. \*
  - Mr. Glenn moved to accept the 2014 Monitoring reports. Seconded by Mr. Kercheval. The motion passed unanimously.
- Consider for approval: Accept FY 2015 Applications for Conservation Easements on properties WW,

ZZ, DDD, EEE, FFF for application to NRCS for matching funds\*

- Mr. Glenn moved to accept WW, ZZ, DDD, EEE, FFF for application to NRCS for matching funds. Seconded by Mr. Kercheval. The motion passed unanimously.
- Consider for approval: Accept properties ZZ, EEE and FFF for application for matching funds to the WV Agricultural Lands Protection Authority. \*
  - Mr. Glenn moved to expand easement committee's recommendation to request matching funding from WV Agricultural Lands Protection Authority for all accepted applications. Seconded by Mr. Kercheval. The motion passed unanimously.
- Proposed 2015 monitoring schedule.
  - Reviewed monitoring schedule, discussed that we recommend to LTEP to include a few Saturdays.

### **Committee Reports**

- Easement Committee – nothing additional.
- Finance Committee – no report.
- Fundraising and Public Relations Committee – no report
- Personnel Committee/ Board Development – no report
- Strategic Plan Committee – no report

### **Announcements:**

6:02 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](mailto:FarmlandProtection@jcda.net) Phone: (304) 724-1414

4:21 PM

01/07/15

Accrual Basis

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

	<u>Dec 31, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BCT - ICS	1,360,350.83
BCT - Easement Acquisition Fund	13,586.56
Bank of Charles Town	216,324.84
BCT - Fundraising Account	795.42
BCT - Stewardship Account	12,522.66
<b>Total Checking/Savings</b>	<u>1,603,580.31</u>
<b>Other Current Assets</b>	
Legal Retainer	3,000.00
<b>Total Other Current Assets</b>	<u>3,000.00</u>
<b>Total Current Assets</b>	<u>1,606,580.31</u>
<b>TOTAL ASSETS</b>	<b><u>1,606,580.31</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Other Current Liabilities</b>	
Due to County Commission	33,952.38
<b>Total Other Current Liabilities</b>	<u>33,952.38</u>
<b>Total Current Liabilities</b>	<u>33,952.38</u>
<b>Total Liabilities</b>	33,952.38
<b>Equity</b>	
Reserved for Encumbrances	685,999.26
Reserved for Farmland Protect.	1,343,661.39
Net Income	-457,032.72
<b>Total Equity</b>	<u>1,572,627.93</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>1,606,580.31</u></b>

4:20 PM  
01/07/15  
Accrual Basis

Jefferson County Farmland Protection Board  
**Profit & Loss**  
December 2014

	<u>Dec 14</u>
Ordinary Income/Expense	
Income	
Transfer Tax	98,184.20
Interest/Dividends	797.23
Contributions Income	220.00
<b>Total Income</b>	<u>99,201.43</u>
Expense	
Advertising & Marketing Expense	214.14
Bank Service Charges	5.00
Salary & Benefits Expense	16,976.19
Telephone	75.00
Travel & Ent	
Travel	50.40
<b>Total Travel &amp; Ent</b>	<u>50.40</u>
<b>Total Expense</b>	<u>17,320.73</u>
<b>Net Ordinary Income</b>	<u>81,880.70</u>
<b>Net Income</b>	<u><u>81,880.70</u></u>

Jefferson County Farmland Protection Board

1/7/2015 4:22 PM

Register: Bank of Charles Town

From 12/01/2014 through 12/31/2014

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>
12/05/2014			Transfer Tax	Deposit		X	51,892.53	170,270.79
12/05/2014	3688	American Conservati...	Advertising & Marketi...	1/4 Page Ad	150.00	X		170,120.79
12/05/2014	3689	Elizabeth Wheeler	-split-	November Exp...	125.40	X		169,995.39
12/10/2014	3690	Jefferson Publishing	Advertising & Marketi...	Invoice #18028	64.14			169,931.25
12/12/2014			Transfer Tax	Deposit		X	46,291.67	216,222.92
12/31/2014			Interest/Dividends	Interest		X	101.92	216,324.84

## Jefferson County Farmland Protection Board

### Administrator's Monthly Report ..... January 12, 2015

#### Easement Progress:

- AAA: Assisted landowner with tank removal and installation requirements; removal and installation of new above ground tank underway. Chris Luttrell reviewing deed language.
- FY 15 application packages for NRCS in progress.

#### Easement Inquiries:

- No new inquiries

#### Easement policy/ issues:

- Olcott: Chris Luttrell working on response to December 10 letter, reviewing easement and correspondence.
- See County attorney memo re: legal defense.

Easement Monitoring: New proposed schedule for 2015 includes some Saturdays

#### Communications/Outreach:

- Annual letter completed.

#### Administration:

- Dec. 12: Deposited November transfer tax: \$46,291.67
- Updated Website, with PayPal link and Amazon Smile linked to Easement Acquisition Fund Account. Received 4 online donations (\$550) Total donations \$2,850.00
- Purchased new printer January 10. (\$199)
- (still) 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: Have organized three volunteer historical writers for Landowners Guide to be used in workshops and for general outreach

#### Events:

- January 13: Quarterly Association of WV Farmland Protection Boards
- January 13, 2015: Conservation Policy Working Group meeting re: legislative agenda.
- 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.