

Jefferson County Farmland Protection Board

Board Meeting.....Monday, January 13, 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:

Chris Luttrell

Approval of Minutes of Previous Meeting (December 16, 2013)*

Treasurer's Report *

Administrator's Report

Unfinished Business

- Olcott easement amendment status

New Business:

- Consider for Approval: FY2014 Applications for NRCS and ABPP matching funds*
- Update on ABPP Conversion language policy

Committee Reports

- Audit Committee
- 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, January 13, 2014

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

MEETING MINUTES

Call to order by President McDonald at 5:00 pm. Attending were Mr. Glenn, Ms. Tabb, Mr. Kercheval, Mr. Ober and Ms. Wheeler.

Mr. Glenn acted as secretary in the absence of Mr. Quinn, Secretary.

Approval of minutes of previous meeting. Adopted by Unanimous consent.

Treasurer's Report. ~~Review~~ Ms. Wheeler reviewed with the Board in the absence of the Treasurer, Mr. Reisenweber. Discussion among Board members regarding amounts in various accounts and purposes of accounts. Mr. Kercheval moved to adopt the Report. Mr. Ober seconded. Motion adopted on voice vote without objection.

Administrator's Report. Ms. Wheeler updated the directors on various matters.

Unfinished Business.

With regard to Olcott amendment, Ms. Wheeler recommends to monitor the property in lieu of amendment.

New Business.

Consideration of FY2014 Applications for funding and NRCS matching funds.

Members of the Easement Committee reported to the Board regarding FY2014 Application Ranking sheet dated January 13, 2014. Committee found no mistakes in the technical allocation of the points to the 2014 applications based on the Board's ranking sheet.

With respect to applications for individual properties, the Committee's report is summarized as follows:

ZZ: no issues

AAA: Question on per acre price

BBB: Technically a high ranking property but has a pipe stem in it.

YY: doesn't have water or historic, abuts historic and is ABPP battlefield.

WW: no issues

XX: no subordination agreement with application

UU: no subordination application, no agricultural use with application

Easement Committee reported that XX and UU were nonconforming applications.

Easement Committee noted that both XX and UU applicants had not provided a subordination agreement from the secured lender on each of the properties. Ms. Wheeler presented a letter from counsel opining that an express subordination agreement must be obtained from each secured lender on an easement property as a condition of closing.

Discussion of how many applications should be considered for 2014 funding.

Discussion of whether just funding ZZ and AAA is appropriate to preserve funds for next fiscal year.

Easement Committee confirmed that the 2014 rankings are correct technically but the Committee has strong reservations about the BBB application and the use of pipe-stemming to achieve higher point values, potential pollution issues if 10 acres of exclusion area is developed for fertilizer storage and issues regarding monitoring.

Mr. Kercheval moved to accept ZZ application and submit to NRCS for funding match. Seconded by Ober. Motion adopted by unanimous voice vote.

Mr. Kercheval moved to accept AAA and submit to NRCS for funding match subject to negotiation of acceptable purchase price not to exceed \$6,500 per acre. Seconded by Mr. Ober

Motion adopted by unanimous voice vote.

Mr. Glenn moved that the Board adopt the Easement Committee's report finding that Applications XX and UU are non-conforming and that the Administrator be authorized to advise the applicants that their applications will not be considered on that basis. Motion seconded by Mr. Kercheval. Motion adopted by unanimous voice vote.

Mr. Glenn moved that the Board remand the balance of the applications to the Easement to Committee to hold pending final approval of Applications of AAA and ZZ. Mr. Ober seconded. Motion adopted by unanimous voice vote.

President adjourned the meeting. 7:00pm

4:38 PM

06/26/14

Accrual Basis

Jefferson County Farmland Protection Board
Balance Sheet
As of December 31, 2013

	<u>Dec 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,108,674.01
BCT - Easement Acquisition Fund	13,038.96
Bank of Charles Town	244,395.75
BCT - Fundraising Account	793.62
BCT - Stewardship Account	12,509.14
Total Checking/Savings	<u>1,379,411.48</u>
Other Current Assets	
Legal Retainer	3,000.00
Total Other Current Assets	<u>3,000.00</u>
Total Current Assets	1,382,411.48
Fixed Assets	
Computer Equipment	2,236.17
Total Fixed Assets	<u>2,236.17</u>
TOTAL ASSETS	<u>1,384,647.65</u>
LIABILITIES & EQUITY	
Equity	
Reserved for Encumbrances	265,820.00
Reserved for Farmland Protect.	348,329.07
Net Income	770,498.58
Total Equity	<u>1,384,647.65</u>
TOTAL LIABILITIES & EQUITY	<u>1,384,647.65</u>

4:40 PM
06/26/14
Accrual Basis

Jefferson County Farmland Protection Board
Profit & Loss
December 2013

	<u>Dec 13</u>
Ordinary Income/Expense	
Income	
Transfer Tax	45,382.71
Interest/Dividends	679.43
Contributions Income	2,750.00
	<hr/>
Total Income	48,812.14
Expense	
Advertising & Marketing Expense	59.98
Postage and Delivery	10.52
Telephone	50.00
Travel & Ent	
Travel	72.18
	<hr/>
Total Travel & Ent	72.18
	<hr/>
Total Expense	192.68
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Net Ordinary Income	48,619.46
	<hr/>
Net Income	<u><u>48,619.46</u></u>

Jefferson County Farmland Protection Board

6/26/2014 4:42 PM

Register: Bank of Charles Town

From 12/01/2013 through 12/31/2013

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>
12/12/2013	3632	Elizabeth Wheeler	-split-	November Exp...	132.70	X		198,960.38
12/16/2013	3633	Jefferson Publishing	Advertising & Marketi...	Invoice #12849	59.98	X		198,900.40
12/31/2013			Transfer Tax	Deposit		X	45,382.71	244,283.11
12/31/2013			Interest/Dividends	Interest		X	112.64	244,395.75

Jefferson County Farmland Protection Board

Administrator's Monthly Report January 13, 2014

Easement Progress:

- Property QQ: package in hands of NRCS, appraisal expires Feb 26, 2014.
- Property VV: Appraisal Review complete, price unchanged. Package in hands of NRCS
- February 14 Ranked applications due to USDA. May 1 (?) notification to applicants accepted for USDA match.
- FY 14 Applicant properties – seven (7)

Easement Inquiries/process:

- January 8: Inquiry for 20+-acre property Harpers Ferry

Easement policy/ issues:

- New NRCS template with forestry language: Still Pending: Attorney General's office review of forestry language to clarify permitted activities and implications with the IRS. Auditor's Office is in communication w/ AG staff.
- Subordination opinion - Chris Luttrell
- ABPP conversion issue – Rob Glenn letter

Communications/Outreach:

- Thank you letters sent, calls made to donors
- Invitation to February 3, 11am presentation to Preservation Alliance of WV re: Feagan's Mill
- Strategic Plan published online: [www.wvfarmlandprotection](http://www.wvfarmlandprotection.com) – click on Jefferson County in "County" tab. Link to strategic plan on homepage.

Admin/Financial

- Donations from December letter: \$2,950, four donors.
- October transfer tax: \$ 45,382.71
- Audit visit: 1st or 2nd week of February
- Donorsnap cloud-based database acquired

Projects in process:

- Realtor workshop on conservation easements – January 21
- ABPP grant proposal submitted January 16