Jefferson County Farmland Protection Board

Board Meeting........Monday July 14, 2014
Jefferson County Public Services Building
Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

AGENDA

5:00pm ............Call to Order and Opening Remarks

Introduction of Guests:

Approval of Minutes of Previous Meeting (June 9, 2014)*

Treasurer’s Report *

Administrator’s Report

Unfinished Business
  - Olcott easement amendment status

New Business:
  - Consider for approval: Participation in FY15-16 Regional Conservation Partnership Program *
  - Consider for Approval: Payment in full for VV easement for $290,640.00 to secure closing before
    August 20, pending NRCS approval of reimbursement for Federal match of $145,320.00.*
  - Consider for approval: Reschedule August 11, 2014 board meeting*

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@jcdcn.net   Phone: (304) 724-1414
MEETING MINUTES

5:25pm …………Call to Order and Opening Remarks

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

Introduction of Guests:
- None

Approval of Minutes of Previous Meeting (June 9, 2014)*
- Hearing no objections the minutes were approved with unanimous consent.

Treasurer’s Report *
- Mr. Reisenweber presented the June Treasurer’s Report.
- Mr. Quinn moved to accept the Treasurer’s Reports. Seconded by Mr. Ober. The motion passed unanimously.

Administrator’s Report
- Received administrator’s report from Ms. Wheeler.
  - No addition items not in report discussed.

Unfinished Business
  - Olcott easement amendment status
    - Planned monitoring visit did not happen due to car break-down, rescheduling for July.

New Business:
  - Consider for approval: Participation in FY15-16 Regional Conservation Partnership Program *
    - Ms. Wheeler reviewed program, discussed project overview summary from Lavonne Paden.
    - Discussed program commitments for new pool of money – are we signing up or committing our board dollars on properties that wouldn’t be the farm land? Discussed that not the case.
    - Mr. Reisenweber moved to participate in Regional Conversation Partnership Program, seconded by Mr. Ober. The motion passed unanimously.
  - Consider for Approval: Payment in full for VV easement for $290,640.00 to secure closing before August 20, pending NRCS approval of reimbursement for Federal match of $145,320.00.*
    - Discussed options and risk position of reimbursement not occurring.
    - Review of entire package by NRCS HQ is delay.
    - Mr. Ober moved to have JCFPB fully fund prior to August 20th closing if NRCS HQ approval is received, but paperwork to finalize reimbursement would come post-closing. Seconded by Mr. Quinn. The motion passed unanimously.
  - Consider for approval: Reschedule August 11, 2014 board meeting*
    - Discussed vacation schedules, activities in August.
    - Mr. Reisenweber moved to cancel August board meeting. Seconded by Mr. Ober. The motion passed
unanimously.

Committee Reports
  o No reports from committee
    - Easement Committee
    - Finance Committee
    - Fundraising and Public Relations Committee
    - Personnel Committee/Board Development
    - Strategic Plan Committee

Announcements:

7:00 pm ------------ Adjourn

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

ASSETS
Current Assets
Checking/Savings
  BCT - ICS  1,306,652.92
  BCT - Easement Acquisition Fund  13,165.44
  Bank of Charles Town  103,351.06
  BCT - Fundraising Account  795.02
  BCT - Stewardship Account  12,516.35
Total Checking/Savings  1,436,480.79
Other Current Assets
  Transfer Taxes Receivable  49,627.60
  Legal Retainer  3,000.00
Total Other Current Assets  52,627.60
Total Current Assets  1,489,108.39

TOTAL ASSETS  1,489,108.39

LIABILITIES & EQUITY
Liabilities
Current Liabilities
  Accounts Payable  127.00
Total Accounts Payable  127.00
Total Current Liabilities  127.00
Total Liabilities  127.00
Equity
  Reserved for Encumbrances  145,320.00
  Reserved for Farmland Protect.  346,092.90
  Net Income  997,568.49
Total Equity  1,488,981.39

TOTAL LIABILITIES & EQUITY  1,489,108.39
# Jefferson County Farmland Protection Board
## Profit & Loss
### June 2014

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Jun 14</th>
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<tbody>
<tr>
<td><strong>Income</strong></td>
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<tr>
<td>Transfer Tax</td>
<td>89,770.82</td>
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<tr>
<td>USDA Matching Grants</td>
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<tr>
<td>Interest/Dividends</td>
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<td>Contributions Income</td>
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<td><strong>Total Income</strong></td>
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<td><strong>Expense</strong></td>
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<td>Advertising &amp; Marketing Expense</td>
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<td>Office Supplies</td>
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<td>Postage and Delivery</td>
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<td>Professional Fees</td>
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<td>Accounting</td>
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<td>Computer Support</td>
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<td><strong>Total Professional Fees</strong></td>
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<td>Salary &amp; Benefits Expense</td>
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<td>Telephone</td>
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<td>Travel &amp; Ent</td>
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<td>Meals</td>
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<td>Travel</td>
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<td>Other Income</td>
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<td>Prior Years Encumbrances</td>
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<td>Easement Acquisition</td>
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<td><strong>Total Prior Years Encumbrances</strong></td>
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<td><strong>Total Other Income</strong></td>
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<td><strong>Other Expense</strong></td>
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<td>Conservation Easement Procure</td>
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Jefferson County Farmland Protection Board
Administrator’s Monthly Report …… July 14, 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 added documentation of easement for donation deduction.

Easement Inquiries:
• 6/26/2014: Met with landowner discussing long range planning, contemplating easements on 30-, 160- and 246-acre properties.
• 6/30/2014: UU reapplication, met with owner’s sister, (new representative) on July 9.

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 – new USDA program to encourage conservation groups to collaborate. Requirements less restrictive. In-kind services and donations allowed for match. The minimum cash requirement is not yet determined. A pre-proposal has been developed with the WV Ag Land Protection Authority and WV counties in the Chesapeake watershed for $3MM per year for two years. See attached cover sheet)
• Olcott: Monitoring to be rescheduled in July; meeting proposed to landowner still pending.

FarmBill Agricultural Land Easement (ALE) program Updates:
ALE application schedule for FY14:
• June 3: County application deadline to NRCS
• June 6: NRCS application deadline to Nat’l HQ
• June 27 – States complete eligibility
• July 11 – States upload ranked list to Nat’l HQ
• July 22: National HQ allocation of $$ to states
• August 11: Notification for FY 14 funding. Cooperative agreements in states to be executed

Communications/Outreach:
Shepherdstown Rotary Club: Tuesday, August 12.

Administration: Possible Mt Holyoke college grad w/ environmental degree to work on admin projects: database, website, file management, easement records, etc. Meeting on 7/18 with potential volunteer (works for World Wildlife Fund)

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 submitted through WV Agricultural Land Protection Authority.
• GIS analysis for Conservation Planning: Mike Harman w/ Extension is developing a tool with data from County GIS office.

Events:
• Farm Bureau Picnic – August 6
• Jefferson County Fair August 16 - 23
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: piped stem 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)

Strategic Plan Committee:
   1. Need to reschedule Quarterly review
Assume available cash of $1,500,000

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Local Board expense for Buckles</td>
<td>$680,652.87</td>
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<td>Local Board expense for Carter</td>
<td>$178,500.00</td>
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<td>Balance after purchases</td>
<td>$632,848.00</td>
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