

Jefferson County Farmland Protection Board

Board Meeting.....Monday, July 13, 2015

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:

Approval of Minutes of Previous Meeting (June 8, 2015)*

Treasurer's Report *

- FY15 Financial Report (Eric Lewis)*

Administrator's Report

Unfinished Business

New Business:

- Consider for approval: Purchase of replacement computer with HP EliteDesk 800 G1, including installation, 3-year manufacturer guarantee for \$1,069.99.*
- Review Prosecuting Attorney advisory re: legal representation.

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, July 13, 2015

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

MEETING MINUTES DRAFT

5:15pmCall to Order and Opening Remarks

* Action item

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

Introduction of Guests:

- Eric Lewis

Approval of Minutes of Previous Meeting (June 8, 2015)*

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

Treasurer's Report *

- FY15 Financial Report (Eric Lewis)*
- Mr. Lewis reviewed the annual report ending June 30th, 2015 compared to 2014 year.
- One ~\$200 check was improperly dated June 30th that should have been July 1st. It will be corrected prior to final
- Mr. Glenn moved to accept the Treasurer's Report with the minor adjustment, seconded by Mr. Quinn. The motion passed unanimously.

Administrator's Report

- Received administrator's report from Ms. Wheeler, in addition to written report:
 - Meeting scheduled for Tuesday 14th with board lawyer Mr. Luttrell to discuss several outstanding items waiting his review.
 - Discussed Mr. Glenn's upcoming work with Berkeley County to develop estate planning tools, how could some of these idea apply to our county. Along that lines, Ms. Tabb shared she has made introductory conversations with BCT that Ms. Wheeler will follow-up on.

Unfinished Business

New Business:

- Consider for approval: Purchase of replacement computer with HP EliteDesk 800 G1, including installation, 3-year manufacturer guarantee for \$1,069.99.*
 - Liz Wheeler discussed quote from Accurate Systems, including installation.
 - Mr. Reisenweber moved to approve purchase new PC, seconded by Mr. Glenn. The motion passed unanimously.
- Review Prosecuting Attorney advisory re: legal representation.
 - Discussed letter received, and discussed not only what position this puts board and also the individual board members.
 - Recommended Ms. Wheeler get insurance options for both defending preservation easement and

individual member board insurance.

- Ms. Tabb going to research county insurance policies that are in place, coverage, etc.

Committee Reports

- Easement Committee – no report.
- Finance Committee
- Fundraising and Public Relations Committee
 - Mr. Glenn feedback on conference attended, different options and discussions of how to allocate resources to raise money.
 - Having a plan over period of years, identifying focusing on large donors, etc.
- Personnel Committee/ Board Development – Need to schedule annual review for Administrator.
- Strategic Plan Committee

Announcements:

6:40 pm ----- Adjourn

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Jefferson County Farmland Protection Board

Balance Sheet

As of June 30, 2015

07/13/15

Accrual Basis

	<u>Jun 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,664,817.25
BCT - Easement Acquisition Fund	16,451.34
Bank of Charles Town	105,891.09
BCT - Fundraising Account	800.81
BCT - Stewardship Account	12,538.87
Total Checking/Savings	<u>1,800,499.36</u>
Other Current Assets	
Transfer Taxes Receivable	61,266.67
Legal Retainer	3,000.00
Total Other Current Assets	<u>64,266.67</u>
Total Current Assets	<u>1,864,766.03</u>
Fixed Assets	
Computer Equipment	508.95
Total Fixed Assets	<u>508.95</u>
TOTAL ASSETS	<u>1,865,274.98</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,036.60
Total Accounts Payable	<u>1,036.60</u>
Total Current Liabilities	<u>1,036.60</u>
Total Liabilities	1,036.60
Equity	
Reserved for Encumbrances	685,999.26
Reserved for Farmland Protect.	1,343,661.39
Net Income	-165,422.27
Total Equity	<u>1,864,238.38</u>
TOTAL LIABILITIES & EQUITY	<u>1,865,274.98</u>

3:58 PM

Jefferson County Farmland Protection Board

Profit & Loss

07/13/15

June 2015

Accrual Basis

	<u>Jun 15</u>
Ordinary Income/Expense	
Income	
Transfer Tax	61,266.67
NPS/CWPT/ABPP Grants	5,320.72
Interest/Dividends	890.88
Contributions Income	10.00
	<hr/>
Total Income	67,488.27
Expense	
Printing and Reproduction	1,040.00
Professional Fees	
Accounting	525.00
Computer Support	500.60
Consulting/Contract	468.00
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Total Professional Fees	1,493.60
Salary & Benefits Expense	14,886.24
Telephone	75.00
Travel & Ent	
Meals	195.00
Travel	955.51
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Total Travel & Ent	1,150.51
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Total Expense	18,645.35
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Net Ordinary Income	48,842.92
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Net Income	<u><u>48,842.92</u></u>

Jefferson County Farmland Protection Board

7/13/2015 3:59 PM

Register: Bank of Charles Town

From 06/01/2015 through 06/30/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/08/2015	3713	McKeithen & Associ...	Printing and Reproduct...	Landowner's G...	790.00	X		210,315.35
06/08/2015	3714	Elizabeth Wheeler	Travel & Ent:Meals	April Expenses	195.00	X		210,120.35
06/08/2015	3715	United Bankcard	-split-	May P-Card W...	909.01	X		209,211.34
06/16/2015			Transfer Taxes Receiva...	Deposit		X	55,816.80	265,028.14
06/16/2015	3716	Mindy Sizemore	Professional Fees:Cons...	5/26-6/12/15	268.00			264,760.14
06/17/2015			NPS/CWPT/ABPP Gr...	Deposit		X	5,320.72	270,080.86
06/17/2015			BCT - ICS	Funds Transfer	100,000.00	X		170,080.86
06/30/2015			Interest/Dividends	Interest		X	95.59	170,176.45
06/30/2015	3717	Mindy Sizemore	Professional Fees:Cons...	15 Hours 6/16-...	150.00			170,026.45
06/30/2015	3718	Elizabeth Wheeler	-split-	June Expenses	410.50			169,615.95
06/30/2015	3721	Sheriff of Jefferson C...	Due to County Commi...	Elizabeth Whe...	63,724.86			105,891.09

Jefferson County Farmland Protection Board

Administrator's Monthly Report July 13, 2015

Easement Progress:

- AAA: Discuss current status with NRCS, 2 parcel allowance in program manual
- ZZ & EEE: NRCS ordered Phase I assessments for execution in July

Easement Inquiries:

7/7/2015 – 42 acres, Shepherdstown

Easement policy/ issues:

- NRCS FY12 funds: \$1.7MM. Property GG (110 acres +/-) qualified, an owner interested. Berkeley-Jefferson concern that funds will be returned when we have the ability to match. Topic will be addressed at Authority meeting.
- The conservation tax credit legislative study resolution (SCR33) passed in the WV legislature, committee phone call to discuss particulars, presentation 7/22 to WV Coalition of Land Trusts.
- Newly appointed NRCS State Conservationist: Louis Aspey

Communications/Outreach:

- Donation: Ad voucher for The Spirit, worth approximately \$350

Administration:

- Chris Luttrell – possible replacement. Have call scheduled for July 14 1pm
- Administrative Assistant – 10 hours per week

Projects in process:

- RCPP FY15 Grant award: Committee preparing ranking criteria, guidelines, timetable.
- FY16 RCPP: two grant applications submitted July 7 with WV Authority and partner counties. Two pots of money: \$1 MM at state level. New proposal for Critical Conservation Area (Chesapeake watershed) to include VA and MD (Great Valley proposal) with focus on water quality, habitat. \$10 MM cap.
- ABPP: Working on Landowner Guide, other materials & workshop planning. Grant expires August 2016.
- FY15 Annual Report. Due July 31
- FY16 Program review and revision, pending final NRCS rules.

Events/Meetings:

July 21: WV Association of Farmland Protection Boards quarterly meeting/Seneca Rocks

July 22: WV Coalition of Land Trusts meeting, tax credit discussion/Elkins

July 23: WV Agricultural Land Protection Authority quarterly meeting/Clarksburg,

July 23: NRCS meeting re: FY15 RCPP criteria