

Jefferson County Farmland Protection Board
Board Meeting.....Monday June 9, 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:

Approval of Minutes of Previous Meeting (May 19, 2014)*

Treasurer's Report *

Administrator's Report

Unfinished Business

- Olcott easement amendment status

New Business:

- Consider for Approval: Proposed FY15 Budget *
- Review Cell Phone reimbursement policy for Administrator*

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 June 9, 2014

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

MEETING MINUTES

5:00pmCall to Order and Opening Remarks

* Action item

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

Introduction of Guests:

- None

Approval of Minutes of Previous Meeting (May 19, 2014)*

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

Treasurer's Report *

- Mr. Wheeler presented the May Treasurer's Report in treasurer's absence.
- Mr. Glenn moved to accept the May Treasurer's Reports. Seconded by Mr. Quinn. The motion passed unanimously.

Administrator's Report

- Received administrator's report from Ms. Wheeler.
 - Ms. Wheeler reviewed qualifications of property AAA for cost share waiver.
 - No additional topics other than noted in Administrator report.

Unfinished Business

- Olcott easement amendment status
 - No status update, another email and phone call was placed the end of last week to discuss easement and setup a monitoring review – no response received yet.

New Business:

- Review Cell Phone reimbursement policy for Administrator*
 - Mr. Kercheval moved to go into Executive Session to discuss personnel committee items. Seconded by Mr. Glenn. The motion passed unanimously.
 - Discussion on Cell Phone reimbursement costs.
 - Mr. Glenn moved to come out of Executive Session to discuss personnel committee items . Seconded by Mr. Kercheval. The motion passed unanimously.
 - Mr. Glenn moved to increase cell phone reimbursement to \$100. Seconded by Mr. Kercheval.
 - Discussion ensued amount around how much, is \$100 or lower, and how much are phone plans these days.
 - Mr. Glenn moved to modify his motion to cell phone reimbursement to \$75. Seconded by Mr. Ober. The motion passed unanimously.

Other new business

- Mr. Glenn moved to reclassify Administrator position from a 70 hour schedule to 80 hour to properly reflect Farm Land Protection Board workload, seconded by Mr. Quinn. The motion passed unanimously.
- Consider for Approval: Proposed FY15 Budget *
 - Ms. McDonald reviewed proposed budget from finance committee with board. Walked line item by line item through assumptions, changes from previous years.
 - Legal, Title and Settlement charges estimates incorrect. Discussed amounts not recording to proper lines. Overall budget number remains same.
 - Mr. Glenn moved to accept budget with changes noted. Seconded by Mr. Ober. The motion passed unanimously.

Committee Reports

- Easement Committee
 - Last month's meeting cancelled, rescheduled for 5pm WED 6/18.
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
 - None other than captured in New Business
- Strategic Plan Committee

Announcements:

6:28 pm ----- Adjourn

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4:39 PM

06/26/14

Accrual Basis

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

	<u>May 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,206,028.46
BCT - Easement Acquisition Fund	13,104.37
Bank of Charles Town	222,996.48
BCT - Fundraising Account	794.95
BCT - Stewardship Account	12,515.32
Total Checking/Savings	<u>1,455,439.58</u>
Other Current Assets	
Legal Retainer	3,000.00
Total Other Current Assets	<u>3,000.00</u>
Total Current Assets	<u>1,458,439.58</u>
TOTAL ASSETS	<u>1,458,439.58</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	47,864.62
Total Other Current Liabilities	<u>47,864.62</u>
Total Current Liabilities	<u>47,864.62</u>
Total Liabilities	47,864.62
Equity	
Reserved for Encumbrances	265,820.00
Reserved for Farmland Protect.	348,329.07
Net Income	796,425.89
Total Equity	<u>1,410,574.96</u>
TOTAL LIABILITIES & EQUITY	<u>1,458,439.58</u>

4:41 PM

06/26/14

Accrual Basis

Jefferson County Farmland Protection Board
Profit & Loss
May 2014

	<u>May 14</u>
Ordinary Income/Expense	
Income	
Transfer Tax	41,781.86
Interest/Dividends	720.00
Contributions Income	10.00
Total Income	<u>42,511.86</u>
Expense	
Conferences Education & Training	40.00
Office Supplies	40.27
Professional Fees	
Appraisal	-1,500.00
Computer Support	74.00
Survey Fees	-3,500.00
Total Professional Fees	<u>-4,926.00</u>
Program Expense	-40.00
Telephone	50.00
Travel & Ent	
Travel	69.50
Total Travel & Ent	<u>69.50</u>
Total Expense	<u>-4,766.23</u>
Net Ordinary Income	47,278.09
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Costs	
Surveys	3,500.00
Appraisals	1,500.00
Total Easement Costs	<u>5,000.00</u>
Total Current Year Encumbrances	5,000.00
Transfer to Other Funds	0.00
Total Other Expense	<u>5,000.00</u>
Net Other Income	-5,000.00
Net Income	<u><u>42,278.09</u></u>

Jefferson County Farmland Protection Board

6/26/2014 4:43 PM

Register: Bank of Charles Town

From 05/01/2014 through 05/31/2014

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>
05/01/2014			Transfer to Other Funds	Telephone Tra...	1.00	X		181,345.05
05/09/2014	3654	Accurate Systems	Professional Fees:Com...	Invoice #6213	35.00	X		181,310.05
05/09/2014	3655	Elizabeth Wheeler	-split-	April Expenses	119.50	X		181,190.55
05/09/2014	3656	United Bankcard	-split-	April Expenses...	79.27	X		181,111.28
05/16/2014			Transfer Tax	Deposit		X	41,781.86	222,893.14
05/31/2014			Interest/Dividends	Interest		X	103.34	222,996.48

Jefferson County Farmland Protection Board

Administrator's Monthly Report June 9, 2014

Easement Progress:

- Property VV: All documents uploaded to NRCS file share, Commission approved easement June 5. Appraisal expires August 21.
- Property AAA & ZZ: New FY14 applications prepared. AAA 50% match: \$1,024,107. Estimated cost share: NRCS: \$1,376,022, JCFPB: \$672,194, Landowner donation: \$703,828. ZZ: 50% Match: \$178,500.
- Property AAA: Submitted application as "property of special significance" to NRCS, with duplicate to the State Authority, as potential partner. First application of this kind in the state.

Easement Inquiries:

- 5/16/2014 – Bob Henshaw on behalf of anonymous landowner of 150 acres.
- 5/23/2014: Inherited property, 60 acres, 50% wooded, across from Rockland on Rt. 480

Easement policy/ issues:

- House Bill
- NRCS rule-making re: Regional rate cap – the rate cap is in the Farm Bill, but it may not be allowed in rule-making process.
- New NRCS template with forestry language: Still Pending
- New Funding source: Regional Conservation Partnership Program

FarmBill Agricultural Land Easement (ALE) program Updates:

ALE application schedule for FY14:

- June 3: County deadline for applications to WV NRCS
- June 6: WV application deadline to Federal program
- June 27 – States complete eligibility
- July 11 – States upload ranked list to Feds for review
- July 22: National HQ allocation of \$\$ to states
- August 11: Cooperative agreements in states to be executed

Communications/Outreach:

- Steve Ayraud, Shepherdstown Planning Commission: interested in outreach to landowners surrounding corporate limits to encourage conservation/greenbelt.
- Martin Burke – willing to involve Landmarks Commission with ABPP project, if we are funded.
- Capitol Hill visit May 28 – 30: accompanied Lavonne Paden and Rod Graves from WV Ag Land Protection Authority to Capito, Rayhall, McKinley, Manchin, Rockefeller, USDA/NRCS FRPP manager and Land Trust Alliance. Presented information about all WV conservation entities, land protected in Chesapeake watershed. Discussed issues: market analysis option, lifting forest cover caps, IRS prohibitions on conversion-diversion of easements, eminent domain & concern on the current (non) position of the defense of easements by the Federal partner.
- Press: May 28 Spirit of Jefferson: Zion Episcopal Rogation Day Sermon on op ed page & photos

Projects in process:

- Landowner Survey: 9 responses completed
- Identify Professional committee for farmland protection outreach & education: Finance, wealth management, trust & estate attorneys, bank trust managers

Events:

- June 13: Land Trust Alliance workshop: Facing Your Land Trust's Biggest Challenges: A Workshop Designed for Small and All-Volunteer Land Trusts. Need Board feedback!

Committees:

Fundraising/PR Committee items:

1. Assess goals in Strategic Plan, revise action list
2. Plan for Board roles in program support/ fundraising
3. Advisor stable for landowners

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: pipestem 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)
10. New Farmbill rules –regional market rate caps, eminent domain challenges and defense.