

Jefferson County Farmland Protection Board

Board Meeting.....Monday, June 8, 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 (May 11, 2015)*

Treasurer's Report *

Administrator's Report

Unfinished Business

New Business:

- Consider for approval: Payment of Deposit of \$790.00 (40% of \$1,975.00) to Nancy McKeithen & Associates for design of ABPP Landowner's Guide *
- Consider for approval: Commit matching funds for FY12-eligible Property GG at the rate determined by a qualified appraisal and/or the asking price, whichever is less.*

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 8, 2015

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

MEETING MINUTES DRAFT

5:10pmCall to Order and Opening Remarks

* Action item

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

Introduction of Guests:

- None.

Approval of Minutes of Previous Meeting (May 11, 2015)*

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

Treasurer's Report *

- Ms. Wheeler presented report in Mr. Reisenweber's absence.
- In addition to report, Ms. Wheeler reported we will be paying the Administrator personnel costs at the end of June.
- 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, in addition to written report:
 - AAA - Unfortunately appraiser missed Mid-May deadline, but not yet holding up the process due to language adjustments to address IRS tax concerns.
 - Discussed May 19-21 Capital Hill visit, referenced notes taken.

Unfinished Business

New Business:

- Consider for approval: Payment of Deposit of \$790.00 (40% of \$1,975.00) to Nancy McKeithen & Associates for design of ABPP Landowner's Guide *
 - Ms. Wheeler explained this is part of JCFLPB part of the matching Grant for ABPP previously approved. Part of \$35K outreach program from ABPP.
 - Mr. Glenn moved to approve the payment of the deposit of \$790 to Nancy McKeithen & Associates for design of ABPP Landowner's Guide, seconded by Mr. Quinn. The motion passed unanimously.
- Consider for approval: Commit matching funds for FY12-eligible Property GG at the rate determined by a qualified appraisal and/or the asking price, whichever is less.
 - Ms. Wheeler explained that NCRS has determined they now have FY12 funding for properties that were in process for FY12.
 - Property owner GG is interested pending appraisal and price.
 - Discussed other FY12 properties. There were three, but 2 of 3 have changed ownership, so only property GG is viable.

- If we do not approve the match, then the funds would not be available for other properties.
- Mr. Glenn moved to commit to NRCS to accept matching funds for FY12 eligible property GG, and to authorize Administrator to open process/negotiations. Seconded by Mr. Quinn. The motion passed unanimously.

Committee Reports

- Easement Committee
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
- Strategic Plan Committee

Announcements:

6:22 pm ----- Adjourn

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Jefferson County Farmland Protection Board

Balance Sheet

As of April 30, 2015

	<u>Apr 30, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,563,227.61
BCT - Easement Acquisition Fund	16,423.60
Bank of Charles Town	156,536.28
BCT - Fundraising Account	800.68
BCT - Stewardship Account	12,536.78
Total Checking/Savings	<u>1,749,524.95</u>
Other Current Assets	
Legal Retainer	3,000.00
Total Other Current Assets	<u>3,000.00</u>
Total Current Assets	<u>1,752,524.95</u>
Fixed Assets	
Computer Equipment	508.95
Total Fixed Assets	<u>508.95</u>
TOTAL ASSETS	<u>1,753,033.90</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	48,838.62
Total Other Current Liabilities	<u>48,838.62</u>
Total Current Liabilities	<u>48,838.62</u>
Total Liabilities	48,838.62
Equity	
Reserved for Encumbrances	685,999.26
Reserved for Farmland Protect.	1,343,661.39
Net Income	-325,465.37
Total Equity	<u>1,704,195.28</u>
TOTAL LIABILITIES & EQUITY	<u>1,753,033.90</u>

2:06 PM

Jefferson County Farmland Protection Board

05/11/16

Profit & Loss

Accrual Basis

April 2015

	<u>Apr 15</u>
Ordinary Income/Expense	
Income	
Interest/Dividends	841.36
Contributions Income	160.00
	<hr/>
Total Income	1,001.36
Expense	
Advertising & Marketing Expense	145.00
Postage and Delivery	14.33
Professional Fees	
Accounting	525.00
Audit	3,996.00
Computer Support	39.00
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Total Professional Fees	4,560.00
Telephone	150.00
Travel & Ent	
Travel	138.58
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Total Travel & Ent	138.58
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Total Expense	5,007.91
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Net Ordinary Income	-4,006.55
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Net income	<u><u>-4,006.55</u></u>

Jefferson County Farmland Protection Board

5/11/2015 2:04 PM

Register: Bank of Charles Town

From 04/01/2015 through 04/30/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/06/2015	3704	United Bankcard	Professional Fees:Com...	Elizabeth Whe...	39.00	X		221,238.38
04/13/2015	3705	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice #15-00...	525.00	X		220,713.38
04/13/2015	3706	WV State Auditor	Professional Fees:Audit	Invoice #13633	296.00	X		220,417.38
04/13/2015	3707	Elizabeth Wheeler	-split-		199.91	X		220,217.47
04/13/2015	3708	Jefferson Publishing	Advertising & Marketi...	Invoice #19886	145.00	X		220,072.47
04/13/2015	3709	Perry & Associates	Professional Fees:Audit		3,700.00	X		216,372.47
04/13/2015	3710	Elizabeth Wheeler	-split-	February Expe...	103.00	X		216,269.47
04/17/2015			Transfer Taxes Receiva...	Deposit		X	40,167.33	256,436.80
04/20/2015			BCT - ICS	Funds Transfer	100,000.00	X		156,436.80
04/30/2015			Interest/Dividends	Interest		X	99.48	156,536.28

Jefferson County Farmland Protection Board

Administrator's Monthly Report June 8, 2015

Easement Progress:

- AAA: New appraisal pending – promised May 15.

Easement Inquiries:

5/12/15: 40 acres, abuts Harewood, possible ABPP candidate

5/26/15: 40 acres, Shepherdstown

5/27/15: Walls easement landowner inquiry about protection of additional purchased acres.

5/28/15: 366 acres, Charles Town

6/4/15: Property GG interested in re-applying for FY12 NRCS funds.

Easement policy/ issues:

- The conservation tax credit legislative study resolution (SCR33) passed in the WV legislature, committee contacting key legislators to educate, seek support.
- LTA Farm Bill comment letter re: new Farm Bill and NRCS rules and manual

Communications/Outreach:

- Condolence letters to Hockman family, Tim Hastings (NRCS), James Leathers (applicant)
- Capitol Hill visits May 19 – 21 – see report
- Received 3 responses to RCPP grant outreach letter
- Met 6/1 with Michael Spensley, DVM, Surdna Foundation Director

Administration:

- April 17: Deposited April transfer tax: \$54,753.71
- Submitted six updated FY 15 NRCS applications
- Hired Mindy Sizemore, Shepherd U. grad student 2 days/week, as independent contractor.
- JCDA is switching computer service to Office 365. Cost to Board will be user fee of \$17/month.

Projects in process:

- RCPP Grant award: Committee preparing ranking criteria, guidelines, timetable.
- FY16 RCPP grant application: working on this 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. \$10 MM cap. June 22 meeting for all partners, Martinsburg NRCS office.
- ABPP: Working on Landowner Guide, other materials & planning. Grant expires August 2016.
- FY15 Annual Report. Due July 31
- FY16 Program review and revision. Due June 30.

Events:

June 19: Fundraising seminar, Oatlands, Leesburg, VA