

Jefferson County Farmland Protection Board

Board Meeting.....Monday, March 9, 2015

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

AGENDA

5:10pmCall to Order and Opening Remarks

* Action item

Introduction of Guests: Chris Luttrell

Approval of Minutes of Previous Meeting (February 9, 2015)*

Treasurer's Report *

Administrator's Report

Unfinished Business

- Consider for approval: Memorandum of Understanding to clarify the original intent of the Rene and Shannon Donley Deed of Conservation Easement *

- Consider for approval: That the Memorandum of Understanding with the Land Trust of the Eastern Panhandle for baseline preparation, monitoring, and enforcement stewardship fees be include the following stipulations:
 - 1/ In accordance with Natural Resources Conservation Service (NRCS) guidelines, stewardship fees may not exceed 2% of the fair market value, and may not exceed \$20,000);
 - 2/ That the landowner is informed that the NRCS Agricultural Land Easement Program does not require a landowner donation or contributions to stewardship or acquisition funds;
 - 3/ That the landowner is informed that it is the Board's policy to have a co-holder on its easements;
 - 4/ When the Farmland Protection Board is the primary holder of the easement, and Land Trust of the Eastern Panhandle is designated as a co-holder, the Board will inform the landowner that the LTEP will request a stewardship fee at the time the easement commitment is made with the Farmland Protection Board.
 - 5/ When the Land Trust will be the primary holder of the easement, it will request a pledge of \$5,000 or more, with the actual amount determined by the size and complexity of the easement.

New Business:

Consider for approval: Monthly charge to be paid to the Jefferson County Economic Development Authority of \$ 67.90 per month for IT service (13.95 per work station (\$26.90 for one laptop and one desktop plus a 25% share of the monthly maintenance agreement: \$40 of the \$160 monthly charge.), and for any additional services outside of the monthly charge.

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, March 9, 2015

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

MEETING MINUTES DRAFT

5:08pmCall to Order and Opening Remarks

* Action item

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

Introduction of Guests: Chris Luttrell

Approval of Minutes of Previous Meeting (February 9, 2015)*

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

Treasurer's Report *

- Ms. Reisenweber reviewed report.
- 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
 - Nothing in addition to written report.

Unfinished Business

- Consider for approval: Memorandum of Understanding to clarify the original intent of the Rene and Shannon Donley Deed of Conservation Easement *
 - Mr. Luttrell reviewed updated Option to Amend, explained all the corrections are to references, figures, etc; His opinion, no substantial changes.
 - The document is still not in final form, waiting for exhibits to be updated by Grant Smith.
- Consider for approval: That the Memorandum of Understanding with the Land Trust of the Eastern Panhandle for baseline preparation, monitoring, and enforcement stewardship fees be include the following stipulations:
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5/ When the Land Trust will be the primary holder of the easement, it will request a pledge of \$5,000 or more, with the actual amount determined by the size and complexity of the easement.

- Reviewed progress from committee meetings, and this item is not yet ready for a recommendation to the board to vote on approval.
- Discussed board policy for requiring co-holder, will have to be revisited by committee.

New Business:

Consider for approval: Monthly charge to be paid to the Jefferson County Economic Development Authority of \$ 67.90 per month for IT service (13.95 per work station (\$26.90 for one laptop and one desktop plus a 25% share of the monthly maintenance agreement: \$40 of the \$160 monthly charge.), and for any additional services outside of the monthly charge.

- Discussed costs associated with service, and why subsidy up to now by Development Authority would be going away.
- Mr. Ober moved to approve the payment of ¼ of IT services JCFLPB under current contract subject to director investigating costs savings for future contract negotiations, seconded by Mr. Glenn. The motion passed unanimously.

Committee Reports

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

Announcements:

6:25 pm ----- Adjourn

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Email: FarmlandProtection@jcda.net Phone: (304) 724-1414

4:10 PM
03/09/15
Accrual Basis

Jefferson County Farmland Protection Board
Profit & Loss
February 2015

	<u>Feb 15</u>
Ordinary Income/Expense	
Income	
Transfer Tax	29,640.79
Interest/Dividends	756.38
Contributions Income	10.00
	<hr/>
Total Income	30,407.17
Expense	
Event Expense	40.00
Conferences Education & Training	220.00
Dues and Subscriptions	350.00
Professional Fees	
Computer Support	78.00
	<hr/>
Total Professional Fees	78.00
Telephone	75.00
Travel & Ent	
Travel	-91.99
Travel & Ent - Other	10.00
	<hr/>
Total Travel & Ent	-81.99
	<hr/>
Total Expense	681.01
	<hr/>
Net Ordinary Income	29,726.16
	<hr/>
Net Income	<u>29,726.16</u>

Jefferson County Farmland Protection Board
Balance Sheet
As of February 28, 2015

	Feb 28, 15
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,461,743.12
BCT - Easement Acquisition Fund	16,250.88
Bank of Charles Town	191,787.99
BCT - Fundraising Account	800.55
BCT - Stewardship Account	12,524.68
Total Checking/Savings	1,683,107.22
Other Current Assets	
Legal Retainer	3,000.00
Total Other Current Assets	3,000.00
Total Current Assets	1,686,107.22
Fixed Assets	
Computer Equipment	508.95
Total Fixed Assets	508.95
TOTAL ASSETS	1,686,616.17
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	33,952.38
Total Other Current Liabilities	33,952.38
Total Current Liabilities	33,952.38
Total Liabilities	33,952.38
Equity	
Reserved for Encumbrances	685,999.26
Reserved for Farmland Protect.	1,343,661.39
Net Income	-376,996.86
Total Equity	1,652,663.79
TOTAL LIABILITIES & EQUITY	1,686,616.17

Jefferson County Farmland Protection Board

3/9/2015 4:29 PM

Register: Bank of Charles Town

From 02/01/2015 through 02/28/2015

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>
02/09/2015	3697	Elizabeth Wheeler	-split-	January Expens...	158.53	X		163,095.89
02/09/2015	3698	Forum for Rural Inno...	Event Expense	2015 Forum fo...	40.00	X		163,055.89
02/09/2015	3699	Land Trust Alliance	Dues and Subscriptions		350.00	X		162,705.89
02/09/2015	3700	United Bankcard	-split-	January P-Card	382.43	X		162,323.46
02/13/2015			Transfer Taxes Receiva...	Deposit		X	29,640.79	191,964.25
02/18/2015	3701	United Bankcard	-split-	January P-Card...	259.00	X		191,705.25
02/28/2015			Interest/Dividends	Interest		X	82.74	191,787.99

Jefferson County Farmland Protection Board

Administrator's Monthly Report March 9, 2015

Easement Progress:

- AAA: Chris Luttrell reviewing deed language with landowner's attorney David DeJarnett.

Easement Inquiries:

- 2/20/2015: 300 acres, Kabletown District
- 2/20/2015: 60 acres, Shepherdstown District
- 2/25/2015: 30 acres, Shepherdstown District
- 2/25/2015: 250 acres, Kabletown District
- Commercial Liability Partners, 3M plant property, Middleway: possible ABPP application.

Easement policy/ issues:

Communications/Outreach:

- ABPP workshops promoted through Extension newsletters reaching approximately 800 people, Spirit of Jefferson special issue – column about Civil War battlefields & farmland protection.
- WV Coalition of Land Trusts Policy Group: Bill for a conservation tax credit study introduced in legislature. In rules committee.
- Website almost completed for official launch.

Administration:

- February 13: Deposited January transfer tax: \$29,640.79
- (still) Compiling list of Board's affiliations with other boards and organizations.

Projects in process:

- Working with LTEP on presentation to Chamber of Commerce.
- RCPP Grant award: \$1.15MM for 2 years. RCPP project funded; committee preparing ranking criteria, guidelines, timetable. ABPP: Working on Landowner Guide, scheduling all four workshops in June.

Events:

March 13: Forum For Rural Innovation, Winchester

Webinars:

- March 19: Creating a Communications Strategy To Raise Friends & Money 2 – 3:30
- June 2: Building Better E-News and Print Newsletters 2 – 3:30

Committees:

Strategic Plan Committee:

Next Quarterly review: need to schedule (Liz, Liz, Jane)

Fundraising/PR Committee (Rob, Russ, Liz):

Easement Committee Items:

1. Develop Conservation Plan
2. Policy issue: forestry - review WV Ag Land Protection Authority's proposed policy
3. New Farmbill rules –regional market rate caps, eminent domain challenges and defense.
4. Develop checklist of fees and financial obligations that landowner should have in advance, i.e., a “welcome” package that leads landowners through the process. Liz W. is preparing.