

Jefferson County Farmland Protection Board

Board Meeting.....Monday, May 19, 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: Chris Luttrell

Approval of Minutes of Previous Meeting (April 14, 2014)*

Treasurer's Report *

Administrator's Report

Unfinished Business

- Consider for Approval: February and March Treasurer's Report with corrected balance sheet*
- Consider for Approval: April Treasurer's Report*
- Consider for Approval: Spring Monitoring Reports for: Davidson, Hoover-Gray, Lorber, Pritchard, Quinn, Renaud, Restiano-Schiavone, Saunders-Hockman, Scott, Smith-Payne, Twin Ridge, Walls, Washington *
- Consider for approval: Property AAA application for waiver for special significance*
- Olcott easement amendment status

New Business:

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, May 19, 2014

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

MEETING MINUTES

5:11pmCall 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. Riesenweber and Ms. Wheeler.

Mr. Glenn agreed to act as Secretary in place of Mr. Quinn who could not attend because of an illness.

Introduction of Guests: None

Approval of Minutes of April Meeting

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

Treasurer's Report

- Mr. Reisenweber gave the April Treasurer's Report. He also addressed and clarified the issues concerning the February and March balance sheets raised by Mr. Glenn at the April Meeting.
- Mr. Ober moved to accept the April Treasurer's Reports. Seconded by Mr. Glenn. The motion passed unanimously.

Administrator's Report

Received administrator's report from Ms. Wheeler.

UNFINISHED BUSINESS

February and March Treasurer's Reports

- Mr. Glenn moved to accept the February and March Treasurer's Reports. Seconded by Mr. Reisenweber. The motion passed unanimously.

Consider for Approval: Spring Monitoring Reports for: Davidson, Hoover-Gray, Lorber, Pritchard, Quinn, Renaud, Restiano-Schiavone, Rogers-Rissler, Saunders-Hockman, Scott, Smith-Payne, Stine, Twin Ridge, Walls, Washington *

- Mr. Reisenweber moved to accept all Monitoring Reports. Seconded by Mr. Ober. The motion passed unanimously.

Consider for approval: Property AAA application for waiver for special significance*

- Ms. Wheeler clarified that she was informing the Board that she is seeking a waiver for special significance for Property AAA application now that the property owner had accepted the Board's offer of \$6,500 per acre for the easement. If accepted the waiver will result in a substantial reduction in the Board's funding share of the easement (if approved by NRCS).

Olcott easement amendment status

- No change in status.

New Business:

None.

Committee Reports

- Mr. Glenn gave a report of the Development Committee's April meeting
- President McDonald scheduled meetings for Easement and Finance committees:

Announcements:

None.

6:09 pm ----- Adjourn

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4:39 PM

06/26/14

Accrual Basis

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

	<u>Apr 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,205,414.06
BCT - Easement Acquisition Fund	13,093.25
Bank of Charles Town	181,346.05
BCT - Fundraising Account	794.88
BCT - Stewardship Account	12,513.25
Total Checking/Savings	<u>1,413,161.49</u>
Other Current Assets	
Legal Retainer	3,000.00
Total Other Current Assets	<u>3,000.00</u>
Total Current Assets	<u>1,416,161.49</u>
TOTAL ASSETS	<u>1,416,161.49</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	754,147.80
Total Equity	<u>1,368,296.87</u>
TOTAL LIABILITIES & EQUITY	<u>1,416,161.49</u>

4:41 PM

06/26/14

Accrual Basis

Jefferson County Farmland Protection Board
Profit & Loss
April 2014

	<u>Apr 14</u>
Ordinary Income/Expense	
Income	
Transfer Tax	29,368.81
Interest/Dividends	683.07
Contributions Income	10.00
Total Income	<u>30,061.88</u>
Expense	
Advertising & Marketing Expense	125.00
Conferences Education & Training	149.00
Office Supplies	2,236.17
Printing and Reproduction	45.00
Professional Fees	
Accounting	525.00
Audit	4,700.00
Computer Support	39.00
Total Professional Fees	<u>5,264.00</u>
Salary & Benefits Expense	47,864.62
Telephone	50.00
Travel & Ent	
Travel	105.09
Total Travel & Ent	<u>105.09</u>
Total Expense	<u>55,838.88</u>
Net Ordinary Income	<u>-25,777.00</u>
Net Income	<u><u>-25,777.00</u></u>

Jefferson County Farmland Protection Board

6/26/2014 4:43 PM

Register: Bank of Charles Town

From 04/01/2014 through 04/30/2014

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>
04/11/2014			Transfer Tax	Deposit		X	29,368.81	186,997.51
04/11/2014	3653	Progressive Printing	Printing and Reproduct...	Invoice No. 39...	45.00	X		186,952.51
04/14/2014	3648	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice No. 14-...	525.00	X		186,427.51
04/14/2014	3649	Perry & Associates	Professional Fees:Audit	Client No. 119...	4,700.00	X		181,727.51
04/14/2014	3650	Elizabeth Wheeler	-split-	March Expense...	155.09	X		181,572.42
04/14/2014	3651	Jefferson County Fair...	Advertising & Marketi...	2014 Fair Catal...	125.00	X		181,447.42
04/14/2014	3652	United Bankcard	-split-	Elizabeth Whe...	188.00	X		181,259.42
04/30/2014			Interest/Dividends	Interest		X	86.63	181,346.05

Jefferson County Farmland Protection Board

Administrator's Monthly Report May 19, 2014

Easement Progress:

- Property VV: Appraisal Review complete, price unchanged. Documents sent to NRCS, easement sent to JC prosecuting attorney's office.
- Property ZZ: New FY14 application prepared. NRCS indicates obligations start in August.
- Property AAA: eligible for cost share waiver – see agenda

Easement Inquiries:

- April 30 – Landowner inquiry re: 30 acres in Summit Point.

Easement policy/ issues:

- The Senate Finance committee voted on April 3, 2014 to extend the enhanced tax incentive for conservation easement donations for 2014 and 2015.
- 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: Attorney General's office review of forestry language to clarify permitted activities and implications with the IRS. Auditor's Office is in communication w/ AG staff. It has been two years since initial request for review.

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

- From the Farmland Protection Conference (and materials that I was supplied), it seems that the national folks are saying: 'approximately half of the amount of funds are available under ACEP (Agricultural Conservation Easement Program) than were previously available under FRPP, GRP and WRP. The \$2.7 million discussed as WV's allocation is no longer applicable, and there will be a new allocation to all of the states. And the states have available all kinds of cost share waivers to grab more Federal money. WV does have a robust list of applications to demonstrate our need, so there's hope that we keep our money. Joe Hatton (WV NRCS) reported that the counties have about \$5 million of cash. In sum, the Authority still does not know if it will be asked to help fund with NRCS, or to what extent.

Communications/Outreach:

- May 10: Display at the Extension Anniversary event at the County Fairgrounds.
- May 28 & 29: DC visit to congressional representatives with Authority, LTEP and other FPB representatives.
- May 25 – Zion Episcopal Church Sermon, Farmland Protection event

Admin/Financial : See handout

Projects in process:

- Landowner Survey: 9 responses completed
- Easement records review – GIS office is working on verifying all parcels. Four easements (3 ABPP and 1 NRCS) need to be updated to correct property descriptions or plats.
- Identify Professional committee for farmland protection outreach & education: Finance, wealth management, trust & estate attorneys, bank trust managers

Events:

- May 19: Moorefield: Planning meeting for Sept 19 WV Farmland Protection conference
- May 22, 2014: WV Land Trust Special Places Event, Charleston
- May 25: Zion Episcopal Church sermon and event for farmland protection
- June 13: Land Trust Alliance workshop: Facing Your Land Trust's Biggest Challenges: A Workshop Designed for Small and All-Volunteer Land Trusts

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 – one of concern is the NRCS push to set regional rate caps on their match for easements. This will eliminate the lengthy review process, but will affect the ratio of funds we spend.
11. Statewide easement issue – utility easements challenge

Financial projection

- Funds on hand May 2014: \$1,428,530

- Obligated funds: VV 145,320
- Pledged funds: ZZ 178,500
- Est. Closing costs, etc 8,000
- Subtotal 331,820

- FY13 Wheeler salary/Benefits 57,000

- **TOTAL 388,820**

- **Funds available: \$1,039,710**
Operating cost 110000
Net 929710

- Estimated AAA cost to JCFPB w/o waiver (50/50): \$1,024,107.5

- Estimated AAA cost to JCFPB w/ waiver: \$ 672,194

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- Net: