

Jefferson County Farmland Protection Board

Board Meeting.....Monday, May 11, 2015

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

DRAFT AGENDA

5:00pmCall to Order and Opening Remarks

* Action item

Introduction of Guests:

Approval of Minutes of Previous Meeting (April 13, 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 *

New Business:

- Consider for Approval: Spring 2015 Monitoring Reports for: Davidson, Hoover-Gray, Knighten, Lorber, Pritchard, Quinn, Renaud, Restiano-Schiavone, Rogers-Rissler, Saunders-Hockman, Scott, Smith-Payne, Stine, Twin Ridge, Walls, Washington *
- Consider for Approval: Revised Strategic Plan dated May 6, 2015*
- Consider for Approval: \$2,500 for summer intern*

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

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MEETING MINUTES DRAFT

5:00pmCall to Order and Opening Remarks

* Action item

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

Introduction of Guests:

- None.

Approval of Minutes of Previous Meeting (April 13, 2015)*

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

Treasurer's Report *

- Ms. Wheeler presented report in Mr. Reisenweber's absence.
- Mr. Glenn moved to accept the Treasurer's Report, seconded by Mr. Ober. The motion passed unanimously.

Administrator's Report

- Received administrator's report from Ms. Wheeler, in addition to written report:
 - Received several memorial donations during month.
 - Discussed planning needed for AAA closing activities/announcement.

Unfinished Business

- Consider for approval: Memorandum of Understanding to clarify the original intent of the Rene and Shannon Donley Deed of Conservation Easement *
 - Tabled discussion, review and input needed from board attorney.

New Business:

- Consider for Approval: Spring 2015 Monitoring Reports for: Davidson, Hoover-Gray, Knighten, Lorber, Pritchard, Quinn, Renaud, Restiano-Schiavone, Rogers-Rissler, Saunders-Hockman, Scott, Smith-Payne, Stine, Twin Ridge, Walls, Washington *
 - Easement committee recommended monitoring reports including Writt added to the list above.
 - Mr. Glenn moved to approve above monitoring reports plus the Writt property, seconded by Mr. Ober. The motion passed unanimously.
- Consider for Approval: Revised Strategic Plan dated May 6, 2015*
 - Mr. Glenn moved to approve revisions to strategic plan update set forth in the "annual work plan 2014-2015", seconded by Mr. Quinn. The motion passed unanimously.
- Consider for Approval: \$2,500 for assistant June – August 2015*
 - Ms. Wheeler presented need for support for finishing easement audit, setting up database, organizing files, etc. Estimate length would be June to August, recommended rate of \$10/hr. The

\$2500 would be a not to exceed number.

- Mr. Ober moved to hire assistant as described, seconded by Mr. Ober. The motion passed unanimously.

Committee Reports

- Easement Committee
 - Met, gave recommendation for monitoring reports earlier in meeting.
- Finance Committee
- Fundraising and Public Relations Committee
 - Committee reported on complicated rule & requirement changes being proposed by NRCS.
 - Mr. Quinn moved to accept committee report to send comment letter to NRCS regarding farm bill rules being proposed, seconded by Mr. Glenn. The motion passed unanimously.
- Personnel Committee/ Board Development
- Strategic Plan Committee

Announcements:

5:50 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
	<hr/>
Total Travel & Ent	138.58
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Total Expense	5,007.91
	<hr/>
Net Ordinary Income	-4,006.55
	<hr/>
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 May 11, 2015

Easement Progress:

- AAA: New appraisal pending – May 15

Easement Inquiries:

4/17/2015: 279 Acres, Summit Point

5/7/2015: 34 acres, Shepherdstown

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 has obtained co-sponsorship for Conservation Tax Incentive Bill – (S 330) from Capito, and is in conversation with Manchin.

Communications/Outreach:

- Assisted Claymont w/ introduction to editor of the Spirit – see May 6 story
- Produced new WV conservation organization brochure

Administration:

- April 17: Deposited March transfer tax: \$40,167.33
- Reviewed and revised FY15 applications with all landowners to confirm compliance with NRCS requirements for income verification and HEL confirmation.
- Reviewed, revised Strategic Plan with Committee

Projects in process:

- RCPP Grant award: Committee preparing ranking criteria, guidelines, timetable.
- ABPP: Working on Landowner Guide. Not feasible to produce workshops in June 2015; new schedule to be worked out with ABPP and project partners. Grant expires August 2016.
- FY15 Annual Report
- FY16 Program review and revision

Events:

May 19 – 21: Capitol Hill visit

June 19: Fundraising seminar, Oatlands, Leesburg, VA

Webinars:

- June 2: Building Better E-News and Print Newsletters 2 – 3:30