

Jefferson County Farmland Protection Board

Board Meeting.....Monday September 8, 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 (August 11, 2014)*

Treasurer's Report *

Administrator's Report

Unfinished Business

- Olcott easement amendment status

New Business:

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

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 September 8, 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 Ms. McDonald. Attending the meeting were Ms. Tabb, Mr. Ober, Mr. Glenn, Mr. Quinn, Mr. Kercheval and Ms. Wheeler.

Introduction of Guests: Chris Luttrell, on phone for Donley Conservation Easement discussion.

Approval of Minutes of Previous Meeting (August 11, 2014)*

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

Treasurer's Report *

- Ms. Wheeler presented the July Treasurer's Report in Treasurer's absence.
- Discussed the payment and recent acquisition of Nicewarner property.
- Mr. Glenn moved to accept the Treasurer's Reports. Seconded by Mr. Kercheval. The motion passed unanimously.

Administrator's Report

- Received administrator's report from Ms. Wheeler
 - No additions or discussions beyond written report

Unfinished Business

- Olcott easement amendment status
 - Reviewed letter from Dr. Olcott.
 - Mr. Glenn moved that the Administrator draft a letter to Dr. Olcott reiterating the boards interest in working with easement holders and will be happy to discuss any concerns/issues he may with his easement. Seconded by Mr. Ober, the motion passed unanimously.

New Business:

- Consider for approval: Memorandum of Understanding to clarify the original intent of the Rene and Shannon Donley Deed of Conservation Easement *
 - Moved to executive session, for attorney privileged legal counsel.
 - Mr. Glenn moved to come out of executive session, seconded by Mr. Kercheval. The motion passed unanimously.
 - Mr. Glenn moved that board invite members of Land Trust to come to the next board meeting for further discussion of the Shannon & Renee Donley property easement. Seconded by Mr. Ober. The motion passed unanimously.
- Fall Monitoring schedule sign up
 - Distributed scheduled, recruited volunteers.

Committee Reports

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

Announcements:

6:58 pm ----- Adjourn

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3:10 PM

09/08/14

Accrual Basis

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

	<u>Aug 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,012,390.66
BCT - Easement Acquisition Fund	13,287.69
Bank of Charles Town	220,371.92
BCT - Fundraising Account	795.15
BCT - Stewardship Account	12,518.47
Total Checking/Savings	<u>1,259,363.89</u>
Other Current Assets	
Legal Retainer	3,000.00
Total Other Current Assets	<u>3,000.00</u>
Total Current Assets	<u>1,262,363.89</u>
TOTAL ASSETS	<u>1,262,363.89</u>
LIABILITIES & EQUITY	
Equity	
Reserved for Encumbrances	145,320.00
Reserved for Farmland Protect.	1,343,661.39
Net Income	-226,617.50
Total Equity	<u>1,262,363.89</u>
TOTAL LIABILITIES & EQUITY	<u>1,262,363.89</u>

3:10 PM

09/08/14

Accrual Basis

Jefferson County Farmland Protection Board
Profit & Loss
August 2014

	<u>Aug 14</u>
Ordinary Income/Expense	
Income	
Transfer Tax	68,896.84
Interest/Dividends	702.23
Contributions Income	10.00
Total Income	<u>69,609.07</u>
Expense	
Office Supplies	46.62
Postage and Delivery	23.58
Printing and Reproduction	3.00
Professional Fees	
Audit	88.00
Computer Support	39.00
Consulting/Contract	325.00
Total Professional Fees	<u>452.00</u>
Telephone	75.00
Travel & Ent	
Travel	40.12
Total Travel & Ent	<u>40.12</u>
Total Expense	<u>640.32</u>
Net Ordinary Income	68,968.75
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Acquisition	290,640.00
Easement Costs	
Surveys	300.00
Settlement Charges	4,871.10
Other	20.00
Total Easement Costs	<u>5,191.10</u>
Total Current Year Encumbrances	<u>295,831.10</u>
Total Other Expense	<u>295,831.10</u>
Net Other Income	-295,831.10
Net Income	<u><u>-226,862.35</u></u>

Jefferson County Farmland Protection Board

9/8/2014 3:11 PM

Register: Bank of Charles Town
 From 08/01/2014 through 08/31/2014
 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>
08/11/2014	3669	United Bankcard	Professional Fees:Com...		39.00	X		152,279.25
08/11/2014	3670	Expressway Office S...	Office Supplies	Invoice #52008...	46.62	X		152,232.63
08/11/2014	3671	Elizabeth Wheeler	-split-	July Expenses	141.70	X		152,090.93
08/15/2014		Sheriff of Jefferson C...	Transfer Tax	Deposit		X	68,896.84	220,987.77
08/18/2014	Wire Tra...	Luttrell & Prezioso, ...	-split-	Wire Transfer	295,526.60	X		-74,538.83
08/18/2014			BCT - ICS	Funds Transfer		X	295,526.60	220,987.77
08/19/2014		BCT	Current Year Encumbr...	Wire Transfer ...	20.00	X		220,967.77
08/19/2014	3672	West Virginia State ...	Professional Fees:Audit	Invoice 13632	88.00			220,879.77
08/21/2014	3673	Ed Johnson & Associ...	Current Year Encumbr...	Invoice #745	300.00			220,579.77
08/21/2014	3674	McKeithen & Associ...	Professional Fees:Cons...	Invoice #081401	325.00	X		220,254.77
08/29/2014			Current Year Encumbr...	Deposit		X	15.50	220,270.27
08/31/2014			Interest/Dividends	Interest		X	101.65	220,371.92

Jefferson County Farmland Protection Board

Administrator's Monthly Report September 8, 2014

Easement Progress:

- Closed Nicewarner easement (VV) on August 19.
- Olcott: ongoing dialogue. See letter.

Easement Inquiries:

- 9.2.2014: 100+ acre property off Trough Road, 100% Shepherdstown Battlefield. Expect to meet with landowner the week of September 8.
- 9.5.2014: 49 acre property, Shepherdstown district, near Scrabble Rd. Sept. 9 meeting with landowner.

Easement policy/ issues:

- County Planner Seth Rivard left post with Planning & Zoning Dept.
- New NRCS template with forestry language: Still Pending
- FarmBill Agricultural Land Easement (ALE) program updates:
 - Notification for FY 14 funding of \$2 million for West Virginia. NRCS is seeking additional funding from another, undisclosed source. Cooperative agreements in states are not yet executed. We have not yet been informed of which properties will be funded.

Communications/Outreach:

- Press release re: Nicewarner easement picked up by WV Public radio, The Spirit, and Journal-News. John Reisenweber interviewed by WV Public Radio reporter Liz McCormick.
- Press releases for ABPP grant, Nicewarner easement sent to County Commission

Administration:

- NRCS share of funding (\$145,320) wired to BCT on 9/4/2014.

Projects in process:

- Identify Professional community for farmland protection outreach & education
- 2014 Annual Report mailing – will dovetail with annual letter
- RCPP Grant proposal – pre-proposal accepted, full proposal for \$6MM due Sept. 26.
- GIS analysis for Conservation Planning: Mike Harman w/ Extension is developing a tool with data from County GIS office and ABPP.
- ABPP workplan accepted, first partner meeting Sept 15.

Events:

- September 9: Shepherdstown Battlefield Public Meeting Antietam Visitor Center, Sharpsburg, 5pm & 6:30pm
- September 11: Shepherdstown Battlefield Public Meeting Clarion Hotel, Shepherdstown, 5pm & 6:30pm
- September 17 – 19 WVAFPB meeting, Canaan Valley Resort
- September 24 – 25 2014 Mid-Atlantic Regional Water Conference, NCTC

Committees:

Fundraising/PR Committee items:

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

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

Strategic Plan Committee:

1. Need to reschedule Quarterly review

Assume available cash of \$1,500,000

Local Board expense for Buckles	\$680,652.87
Local Board expense for Carter	\$178,500.00
Balance after purchases	\$632,848.00