

Jefferson County Farmland Protection Board
Board Meeting.....Monday, September 14, 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 (August 10, 2015)*

Treasurer's Report *

Administrator's Report

Unfinished Business

- Review Prosecuting Attorney advisory re: legal representation, discuss insurance coverage options.
- Consider for approval: 2016 Budget *

New Business:

- Executive Session: Personnel matters
- Consider for approval: Administrator salary recommendation *
- Consider for approval: Monitoring report for William Donley – July 10, 2015 *
- Consider for Approval: Monitoring Report for William and Deloris Nicewarner - July 10, 2015 *
- Consider for approval: FY 2015 Annual Report *

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 14, 2015

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

MEETING MINUTES DRAFT

5:02pmCall to Order and Opening Remarks

* Action item

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

Introduction of Guests:

- None

Approval of Minutes of Previous Meeting (August 10, 2015)*

- Minor correction to add word "approve" in New Business Discussion:
"Consider for approval: payment not to exceed \$2,500.00 for updating appraisal for Property AAA*
Mr. Ober moved to **approve** the payment..."
- Hearing no objections the minutes were approved by unanimous consent with above correction.

Treasurer's Report *

- Ms. Wheeler presented report in treasurer's absence.
 - \$100K was transferred to BCT ICS sweep account to keep general account balance below \$250K.
- Mr. Glenn moved to accept the Treasurer's Report with the minor adjustment, seconded by Mr. Ober. The motion passed unanimously.

Administrator's Report

- Received administrator's report from Ms. Wheeler, in addition to written report:
 - Nothing in addition to written report.

Unfinished Business

- Review Prosecuting Attorney advisory re: legal representation, discuss insurance coverage options.
 - Confirmed that JCFPB does have Directors and Officers insurance in meeting with Steven Rawlings, awaiting documentation confirmation.
 - Insurance for the JCFPB to defend land preservation violations has not been purchased, and the County's position to prosecute and defend is still unresolved.
 - Ms. Wheeler and Ms. McDonald are to meet with Asst. Prosecuting attorney Nathan Cochran to try to clarify county's position.
 - Ms. Wheeler will review Terrafirma documentation.
- Consider for approval: 2016 Budget *
 - Budget not ready for review, defer to October meeting.

New Business:

- Executive Session: Personnel matters
 - o Moved to executive session to discussed personnel action.
- Consider for approval: Administrator salary recommendation *
 - o Board unanimously endorsed findings of personnel committee which concluded that the Administrator is performing at an exemplary level. No salary action recommended apart from the normal county wide salary adjustments that happened July 1st.
- Consider for approval: Monitoring report for William Donley – July 10, 2015 *
 - o Easement committee recommends approval, but just confirm with LTEP that the new barn and gravel are is in the residential area – which appears to be the case.
 - o Mr. Quinn moved to approve Donley monitoring, seconded by Mr. Ober. The motion passed unanimously.
- Consider for Approval: Monitoring Report for William and Deloris Nicewarner - July 10, 2015 *
 - o Mr. Glenn moved to approve Nicewarner monitoring, seconded by Mr. Ober. The motion passed unanimously.
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- Consider for approval: FY 2015 Annual Report *
 - o Two cosmetic suggestions (pie chart change, picture text) were discussed
 - o Mr. Quinn moved to accept the 2015 Annual Report with the minor cosmetic changes, seconded by Mr. Glenn. The motion passed unanimously.

Committee Reports

- Easement Committee – provided monitoring report recommendations, included above.
- Finance Committee – no report.
- Fundraising and Public Relations Committee – no report.
- Personnel Committee/ Board Development – performed Administrator performance review.
- Strategic Plan Committee – no report.

Announcements:

6:39 pm ----- Adjourn

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Jefferson County Farmland Protection Board

Balance Sheet

As of August 31, 2015

09/14/15

Accrual Basis

	<u>Aug 31, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	1,766,526.31
BCT - Easement Acquisition Fund	16,480.31
Bank of Charles Town	126,291.04
BCT - Fundraising Account	800.95
BCT - Stewardship Account	12,541.00
Total Checking/Savings	<u>1,922,639.61</u>
Other Current Assets	
Transfer Taxes Receivable	50,053.98
Legal Retainer	3,000.00
Total Other Current Assets	<u>53,053.98</u>
Total Current Assets	<u>1,975,693.59</u>
Fixed Assets	
Computer Equipment	1,578.94
Total Fixed Assets	<u>1,578.94</u>
TOTAL ASSETS	<u><u>1,977,272.53</u></u>
LIABILITIES & EQUITY	
Equity	
Reserved for Encumbrances	685,999.26
Reserved for Farmland Protect.	1,178,239.12
Net Income	113,034.15
Total Equity	<u>1,977,272.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,977,272.53</u></u>

Jefferson County Farmland Protection Board

Profit & Loss

09/14/15

August 2015

Accrual Basis

	<u>Aug 15</u>
Ordinary Income/Expense	
Income	
Transfer Tax	50,053.98
Interest/Dividends	946.66
Contributions Income	16.17
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Total Income	51,016.81
Expense	
Advertising & Marketing Expense	350.00
Licenses and Permits	15.00
Printing and Reproduction	190.00
Professional Fees	
Computer Support	117.00
Consulting/Contract	530.00
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Total Professional Fees	647.00
Telephone	150.00
Travel & Ent	
Meals	86.00
Travel	400.04
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Total Travel & Ent	486.04
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Total Expense	1,838.04
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Net Ordinary Income	49,178.77
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Net Income	<u>49,178.77</u>

Jefferson County Farmland Protection Board

9/14/2015 2:37 PM

Register: Bank of Charles Town

From 08/01/2015 through 08/31/2015

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
08/03/2015	3727	United Bankcard	Professional Fees:Com...	July P-Card W...	78.00	X		170,025.31
08/03/2015	3728	Mindy Sizemore	Professional Fees:Cons...	7/14 - 7/23/15	185.00	X		169,840.31
08/03/2015	3729	Elizabeth Wheeler	-split-	July Expenses	469.14	X		169,371.17
08/10/2015	3730	Accurate Systems	Computer Equipment	HP EliteDesk 8...	1,069.99	X		168,301.18
08/10/2015	3731	Mindy Sizemore	Professional Fees:Cons...	7/28-8/6/15	200.00	X		168,101.18
08/10/2015	3732	McKeithen & Associ...	Advertising & Marketi...	Invoice #080215	100.00	X		168,001.18
08/21/2015			Transfer Taxes Receiva...	Deposit		X	59,012.11	227,013.29
08/21/2015	3733	West Virginia Secret...	Licenses and Permits	Charitable regi...	15.00			226,998.29
08/24/2015			BCT - ICS	Funds Transfer	100,000.00	X		126,998.29
08/31/2015			Interest/Dividends	Interest		X	83.65	127,081.94
08/31/2015	3734	Mindy Sizemore	Professional Fees:Cons...		145.00			126,936.94
08/31/2015	3735	American Conservati...	Advertising & Marketi...	Invoice No. 83	250.00			126,686.94
08/31/2015	3736	Progressive Printing	Printing and Reproduct...	Invoice No. 51...	190.00			126,496.94
08/31/2015	3737	Elizabeth Wheeler	-split-	August 2015 E...	166.90			126,330.04
08/31/2015	3738	United Bank	Professional Fees:Com...	VOID: WHEEL...		X		126,330.04
08/31/2015	3739	United Bankcard	Professional Fees:Com...	Wheeler - Aug...	39.00			126,291.04

Jefferson County Farmland Protection Board

Administrator's Monthly Report September 14, 2015

Easement Progress:

- AAA: Project and baseline held up by pending survey update, lack of NRCS guidance on ALE Plan. Field work done August 25, surveyor not responding to requests for information about completion of job. WV NRCS has not received guidance from NRCS HQ.
- ZZ & EEE: NRCS indicated verbally that both properties funded. Official announcement late September, early October.
- GG: (130-acre property eligible for FY12 funding match). Has not responded to phone, email and surface mail. Letter dated August 20 gave deadline of Sept. 14.

Easement policy/ issues:

- MOU with LTEP on hold until NRCS clarifies the details of the required ALE Plan.
- Tax credit initiative: WV Land Trust taking the lead to present proposal to WV Finance Committee October 16. Some concerns among farmland orgs about program's proposed structure and administration. Need to develop a clear list of points and principals for draft legislation and rules.

Administration:

- Administrative p/t assistant making progress with easement audit and record duplication: 30 easements have been reviewed and duplicated as needed.

Projects in process:

- FY15 Annual Report in layout draft
- FY16 Program review and revision: completion pending final NRCS rules.

Events/Meetings:

- September 25 – WV Association of Farmland Protection Boards Fall Workshop – Smoke Hole Conference Center.

Other:

8/27/15: Daniel Lutz emailed Commission, congressional reps, others re: perceived mishandling of his easement application. CC'd my response to Liz McDonald and Jane Tabb.

8/27/15: call from ExxonMobile/XTO re: conservation easements to mitigate drill sites.

9/2/15 – call from Civil War Trust seeking funding support for 12-acre battlefield property (\$360,000)

9/9/15 – call from Tony Lorber (owner of 106-acre easement property for sale) seeking information on chain of responsibility for easement infraction if he holds a "contract for deed" and buyer commits infraction.