

Jefferson County Farmland Protection Board

Board Meeting.....Monday, June 13, 2016

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

AGENDA

5:00 pm .....Call to Order and Opening Remarks

\* Action item

Approval of Minutes of Previous Meeting May 9, 2016\*

Treasurer's Report \*

Administrator's Report

New Business:

- Schedule preparation of annual budget
- Schedule annual review

Committee Reports

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

- meeting to discuss Chittal + amendment for 2% Improvements subject

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: Jefferson@wvfp.org Phone: (304) 724-1414

## Jefferson County Farmland Protection Board

### Board Meeting.....Monday, May 9, 2016

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

#### MEETING MINUTES DRAFT

5:00 pm .....Call to Order and Opening Remarks

\* Action item

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

#### Introduction of Guests:

- Dave Simmons
- Bob Henshaw?

#### Approval of Minutes of Previous Meeting April 11, 2016 \*

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

#### Treasurer's Report \*

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

#### Administrator's Report

- Received administrator's report from Ms. Wheeler
  - No additions to written report.

#### New Business:

- Consider approval of monitoring reports for Davidson, Hockman-Saunders, Twin Ridge Orchard (Hockman), York Hill (Hockman), Hoover/Gray, Knighten, Lorber, Pritchard, Quinn, Renaud, Restiano-Schiavone, Rogers-Rissler, Scott, Smith-Payne, Stine, Walls, Washington.\*
  - Mr. Reisenweber moved to accept the monitoring reports as recommended by the easement committee, seconded by Mr. Glenn. The motion passed unanimously.
- Consider change of board meeting start time\*
  - Discussed pros/cons of start time of meeting.
  - Decided to leave meeting time set, but be more flexible around scheduling committee meetings last minute, but still need to adhere to 3 business day notice for meetings
- Discuss agreement for monitoring services provided by the Land Trust of the Eastern Panhandle, consider further action\*
  - Discussed needing consistency/standard in the monitoring reports -- same report approach with GPS photographed points, etc. Maybe an agreement could be setup to set expectations between parties.
  - Ms. Wheeler will document some ideas, share with Mr. Glenn to create for a draft

## Balance Sheet

As of May 31, 2016

06/23/17

Accrual Basis

May 31, 16

## ASSETS

Current Assets	
Checking/Savings	
BCT - ICS	2,275,716.65
BCT - Easement Acquisition Fund	22,576.52
Bank of Charles Town	84,758.89
BCT - Fundraising Account	1,002.40
BCT - Stewardship Account	12,559.69
Total Checking/Savings	2,396,614.15
Other Current Assets	
Transfer Taxes Receivable	52,287.29
Legal Retainer	3,000.00
Total Other Current Assets	55,287.29
Total Current Assets	2,451,901.44
Fixed Assets	
Computer Equipment	1,663.73
Total Fixed Assets	1,663.73
<b>TOTAL ASSETS</b>	<b>2,453,565.17</b>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Due to County Commission	49,009.99
Total Other Current Liabilities	49,009.99
Total Current Liabilities	49,009.99
Total Liabilities	49,009.99
Equity	
Reserved for Encumbrances	706,604.26
Reserved for Farmland Protect.	1,178,764.12
Net Income	519,186.80
Total Equity	2,404,555.18
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,453,565.17</b>

Jefferson County Farmland Protection Board  
Profit & Loss  
May 2016

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	May 16
Ordinary Income/Expense	
Income	
Transfer Tax	52,287.29
Interest/Dividends	1,305.41
Contributions Income	122.00
Total Income	53,714.70
Expense	
Conferences Education & Training	25.00
Postage and Delivery	3.46
Printing and Reproduction	824.00
Professional Fees	
Audit	4,350.00
Computer Support	48.96
Consulting/Contract	545.00
Total Professional Fees	4,943.96
Telephone	150.00
Travel & Ent	
Meals	35.00
Travel	188.42
Total Travel & Ent	223.42
Total Expense	6,169.84
Net Ordinary Income	47,544.86
Net Income	<u>47,544.86</u>

Jefferson County Farmland Protection Board

6/23/2017 10:47 AM

Register: Bank of Charles Town

From 05/01/2016 through 05/31/2016

Sorted by: Date, Type, Number/Ref

<b>Date</b>	<b>Number</b>	<b>Payee</b>	<b>Account</b>	<b>Memo</b>	<b>Payment</b>	<b>C</b>	<b>Deposit</b>	<b>Balance</b>
05/06/2016	3795	Progressive Printing	Printing and Reproduct...	Invoice #52965	488.00	X		194,705.11
05/06/2016	3796	Elizabeth Wheeler	-split-	April Expenses	191.16	X		194,513.95
05/06/2016	3797	Mindy Sizemore	Professional Fees:Cons...	4/5 - 4/28/16	300.00	X		194,213.95
05/06/2016	3798	Perry & Associates	Professional Fees:Audit	Invoice #79411	4,350.00	X		189,863.95
05/09/2016	3799	United Bankcard	Professional Fees:Com...	Wheeler P-Card	39.00	X		189,824.95
05/13/2016			Transfer Taxes Receiva...	Deposit		X	95,649.06	285,474.01
05/13/2016	3800	Edmonds Design	Printing and Reproduct...	Invoice #16016	336.00	X		285,138.01
05/17/2016	3801	Mindy Sizemore	Professional Fees:Cons...	5/3 and 5/4/16	85.00	X		285,053.01
05/17/2016			BCT - ICS	Funds Transfer	200,000.00	X		85,053.01
05/31/2016			Interest/Dividends	Interest		X	86.56	85,139.57
05/31/2016	3802	United Bankcard	-split-	P-Card Wheeler	103.34	X		85,036.23
05/31/2016	3803	Mindy Sizemore	Professional Fees:Cons...	5/17 - 5/19/16	160.00	X		84,876.23
05/31/2016	3804	Elizabeth Wheeler	-split-	May Expenses	117.34	X		84,758.89
05/31/2016	3805	Mindy Sizemore	Professional Fees:Cons...	VOID: Invoice ...		X		84,758.89

## Jefferson County Farmland Protection Board

### Administrator's Monthly Report .....June 13, 2016

#### Easement Progress:

- AAA: Need NRCS HQ approval of final deed before requesting County Commission approval.
- FY15 NRCS coop agreement now to be separate coop agreement from FY16 coop agreement. Neither are completed.
- WV Agricultural Lands Protection Authority approved \$119,000 for FFF (131.5 ac) Landowner's offer is \$526,000.
- At Friday June 10 meeting with NRCS and the Authority Board, Joe Hatton stated that Jefferson had not applied for FY16. This is, a I submitted four applications in December 2015.
- Submitted applications for FFF (131.5 acres, Kabletown) and WW (80 acres, Harpers Ferry) to *NRCS*

#### Easement Inquiries:

- June 1: 158 acres, Kabletown, Shenandoah River frontage
- June 9: 334.8 acres, Shepherdstown – will apply

#### Easement policy/ issues:

- Preparing to review monitoring agreement with LTEP, and develop standard monitoring protocol, w/ photos tied to GPS way points on maps. (Rob Glenn is reviewing materials, preparing memo)
- Market study will be done for RCPP project, possibly in July. \*\*\*Add est cost, need Easement Comm. to determine process if value is higher than market study – i.e., restricted use report
- June 22 - Liz and Rob Glenn meeting David Pill 6/22 re: acting as the Board's closing attorney.
- Appointed to Outdoor Heritage Conservation Fund committee to revise their onerous application form. (Legislature took \$1MM from OHCF to balance budget)
- Spoke with new owner of Willis property (Dan Chittal), will meet Sunday, June 19.

#### Administration:

- Ongoing update/organization of files, d-bases, easement records, verification of conservation plans with NRCS.
- Paid approximately \$2,500 for RCPP expenses, July reimbursement from Conservation District grant.

#### Fundraising/outreach:

- June 25 Charles Town Farmers Market
- Dupont Circle Farmers' Market, Washington, DC June 26 or July 24 (?)
- Rob Snyder, editor of the Spirit of Jefferson will publish a legacy story about Dr. Oscar Stine, & will ask County Fair Committee about inclusion in the August special Fair insert. The Stine family is providing information to Rob.
- Need to plan presence at County Fair (August 21-27)
- Won 1<sup>st</sup> place in WV Farmers' Market Assoc./Am Heart Association recipe contest. Will donate \$200 prize to Farmland Protection Fund. Story in Spirit TK.

#### Projects in process:

- ABPP Project: Landowners Guide in layout, workshops in September & October
- Planning for AAA event for easement announcement w/ Liz McDonald, Jane Tabb