

Jefferson County Farmland Protection Board

Board Meeting.....Monday, March 13, 2017

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

AGENDA

5:00 pmCall to Order and Opening Remarks

* Action item

Introduction of Guests:

Approval of Minutes of Previous Meeting: February 13, 2017 *

Treasurer's Report *

Administrator's Report

New Business:

- Consider for approval: Proposal for Baseline Report preparation services from F. Mark Schiavone for Property ZZ for \$775.00 *
- Consider for approval: Proposal for Baseline Report preparation services from F. Mark Schiavone for Property EEE for \$863.39 *
- Consider for approval: the amendment to JCFPB's policy Standard 1A: **Mission** (approved 4/9/2012) to be written as follows:

The mission of the Jefferson County Farmland Protection Board is to protect productive farmland for future generations in order to maintain the long-term viability of agriculture in Jefferson County in accordance with West Virginia State Code §8A-12-1 et seq.

We accomplish our work through holding purchased and donated conservation easements, collaborating with like-minded organizations, and providing community outreach and education to raise awareness about farmland protection. *

- Consider for approval: the amendment to JCFPB's **Standard 4 Conflict of Interest Policy** (Existing policy reviewed and approved by JCFPB April 9, 2012) to add the following provision:

Any Board member, if applying for an easement on his or her behalf shall not serve on the Board for a period of one year prior to application. *

Committee Reports

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

7:00 pm ----- Adjourn

All Farmland Protection Board meetings are open to the public.
To address the Board, contact Elizabeth Wheeler to be placed on the agenda.
Email: Jefferson@wvfp.org Phone: (304) 724-1414

Jefferson County Farmland Protection Board

Board Meeting.....Monday, February 13, 2017

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

MEETING MINUTES DRAFT

5:01 pmCall to Order and Opening Remarks

* Action item

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

Introduction of Guests:

- None

Approval of Minutes of Previous Meeting: January 9, 2017 *

- Regarding Committee merger, item was not on last month's agenda, and should not have been voted on – it is placed on this month's agenda.
- Hearing no further comments or objections, the minutes with above changes were approved by unanimous consent.

Treasurer's Report *

- Ms. Wheeler presented Treasurer's report
 - Discussed church rental ABPP workshop – check memo note needs to better reflect category.
 - Ms. McDonald moved to accept the Treasurer's Report as presented seconded by Mr. Ober. The motion passed unanimously.

Administrator's Report

- No further additions from written report.

Old Business:

- Consider for approval: Merge the Policy and Easement Committees *
 - Had a policy committee at one time, has dissolved over last couple years.
 - Discussed merging easement and policy committees into one, cut down on meetings and better use of related topics.
 - Ms. Ober moved to merge committees seconded by Mr. Quinn. The motion passed unanimously.

New Business:

- Consider for approval: Surveying Services proposal from Edward L. Johnson Jr. for Property ZZ for \$4,500.00 *
 - Discussed proposal for survey services.
 - Ms. McDonald moved to accept Surveying Service estimate from Mr. Johnson. Discussion and questions on whether other quotes are needed. The motion passed 3 to 2.
- Consider for approval: Renewal of monitoring services terms with the Land Trust of the Eastern Panhandle. *
 - Discussed monitoring and costs for LTEP services, flat fee of \$200 per easement.

- Ms. McDonald moved to renew LTEP terms and costs for coming year, seconded by Mr. Quinn.
The motion passed unanimously.

Committee Reports

- Easement Committee – held meeting on 2/13, work/actions will be on next board meeting.
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
- Strategic Plan Committee

Announcements:

5:55 pm ----- Adjourn

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

2:12 PM

03/13/17

Accrual Basis

Jefferson County Farmland Protection Board
Balance Sheet
As of February 28, 2017

Feb 28, 17

| ASSETS | |
|---------------------------------------|----------------------------|
| Current Assets | |
| Checking/Savings | 2,737,564.38 |
| BCT - ICS | 28,277.30 |
| BCT - Easement Acquisition Fund | 103,361.40 |
| Bank of Charles Town | 1,007.28 |
| BCT - Fundraising Account | 12,620.88 |
| BCT - Stewardship Account | |
| Total Checking/Savings | 2,882,831.24 |
| Other Current Assets | 30,838.19 |
| Transfer Taxes Receivable | 3,000.00 |
| Legal Retainer | |
| Total Other Current Assets | 33,838.19 |
| Total Current Assets | 2,916,669.43 |
| Fixed Assets | 1,663.73 |
| Computer Equipment | |
| Total Fixed Assets | 1,663.73 |
| TOTAL ASSETS | <u>2,918,333.16</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | 132.50 |
| Accounts Payable | |
| Total Accounts Payable | 132.50 |
| Other Current Liabilities | 32,464.60 |
| Due to County Commission | |
| Total Other Current Liabilities | 32,464.60 |
| Total Current Liabilities | 32,597.10 |
| Total Liabilities | 32,597.10 |
| Equity | 1,317,104.26 |
| Reserved for Encumbrances | 1,162,924.69 |
| Reserved for Farmland Protect. | 405,707.11 |
| Net Income | |
| Total Equity | 2,885,736.06 |
| TOTAL LIABILITIES & EQUITY | <u>2,918,333.16</u> |

Jefferson County Farmland Protection Board
Profit & Loss
February 2017

| | Feb 17 |
|-------------------------|------------------|
| Ordinary Income/Expense | |
| Income | |
| Transfer Tax | |
| Interest/Dividends | 30,838.19 |
| Contributions Income | 1,429.33 |
| | 700.73 |
| Total Income | 32,968.25 |
| Expense | |
| Grant Expense | |
| Dues and Subscriptions | 76.54 |
| Professional Fees | 49.00 |
| Computer Support | 78.00 |
| Consulting/Contract | 436.50 |
| Total Professional Fees | 514.50 |
| Travel & Ent | |
| Travel | 393.02 |
| Total Travel & Ent | 393.02 |
| Total Expense | 1,033.06 |
| Net Ordinary Income | 31,935.19 |
| Net Income | <u>31,935.19</u> |

Jefferson County Farmland Protection Board

3/13/2017 2:13 PM

Register: Bank of Charles Town

From 02/01/2017 through 02/28/2017

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|-------------|---------------|-----------------|---------------------------|----------------|----------------|----------|----------------|----------------|
| 02/13/2017 | 3864 | Mindy Sizemore | Professional Fees:Cons... | Invoice #36 | 80.00 | | | 213,296.50 |
| 02/13/2017 | 3865 | United Bankcard | -split- | Wheeler P-Card | 545.09 | X | | 212,751.41 |
| 02/13/2017 | | | BCT - ICS | Funds Transfer | 150,000.00 | X | | 62,751.41 |
| 02/16/2017 | | | Transfer Taxes Receiva... | Deposit | | X | 40,941.90 | 103,693.31 |
| 02/16/2017 | 3866 | United Bankcard | -split- | P-Card Wheeler | 51.47 | | | 103,641.84 |
| 02/16/2017 | 3867 | Torri Martin | Professional Fees:Cons... | 2/16 - 3/10/17 | 356.50 | | | 103,285.34 |
| 02/28/2017 | | | Interest/Dividends | Interest | | X | 76.06 | 103,361.40 |

Jefferson County Farmland Protection Board

Administrator's Monthly Report ...March 13, 2017

Easement Progress:

- AAA: All materials provided to NRCS, awaiting response.
- NRCS ordered Phase 1 Environmental Assessments for FY17 applications HHH: 278 ac, & JJJ: 280 ac.
- Two baseline bids received for ZZ and EEE.

Easement Inquiries:

2/17/17: Inquiry from owner of 90 acres, Shepherdstown district.

3/10/17: Application assistance to owner of 96 acres, Harpers Ferry District.

Easement policy/ issues:

- Feb 23 – meeting in Morgantown with State Conservationist re: fourth (FY18) RCPP application. NRCS has awarded approximately \$2.9MM for 3 years for the 8-county program, and we are waiting for cooperative agreements to be approved by NRCS HQ.

Easement Monitoring:

- Gray property (60 acres, French Rd) on the market for \$1.9MM. Provided information to the listing agent about the JCFPB program.
- Morgan property (32.8 acres, Lake Louise Lane) on the market for \$485,000. Provided information to the listing agent about the JCFPB program.
- Spring farm visits begin March 20. Schedules have been emailed to the Board.

Administration:

- Draft FY 16 Audit has been prepared for Board review. Draft FY 16 Audit has been prepared for Board review, and the bill for \$3,900. (78 hours X \$50/hour). The auditor commented that it was "very easy and quick" to complete, since I supplied all the materials electronically. The auditor did not visit the office.
- Administrator taking personal days (March 23 and 24) for memorial services.

Fundraising/outreach:

- Donations and memorial gifts in honor of Janet B. Stine total \$910.00.
- Total donations Dec 2016 – March 2017: \$5,025
- Produced brochure about ABPP program and guide, mailed to 160 landowners and uploaded on Facebook and the website Jefferson.wvfp.org.

Projects in process:

- ABPP Project: Completed four workshops. Preparing final report and delivery of project materials to ABPP.
- RCPP – deadline for the FY18 grant application pre-proposal due April 21.
- GIS desktop system non-profit license obtained for \$100. Training on May 22.

Events/Meetings:

- March 21 – Petersburg: Local/state deed template committee meeting.
- March 28 – Canaan Valley Institute assessing wetland conservation enhancement projects at Claymont and Twin Ridge Orchard
- April 18 – WV Association of Farmland Protection Boards

*Five
morefield*

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

MEETING MINUTES DRAFT

5:04 pmCall to Order and Opening Remarks

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

Introduction of Guests:

- None

Approval of Minutes of Previous Meeting: February 13, 2017

- Regarding Motion to approve survey fee, it was noted that the motion was seconded and should be reflected in the minutes.
- Hearing no further comments or objections, the minutes with above changes were approved by unanimous consent.

Treasurer's Report

- Ms. Wheeler presented Treasurer's report
 - Ms. McDonald moved to accept the Treasurer's Report as presented and the motion was seconded. The motion passed unanimously.

Administrator's Report

- No further additions from written report.

Old Business:

- No old business

New Business:

- Consider for approval: Proposal for Baseline Report preparation services from F. Mark Schiavone for Property ZZ for \$775.00
- Consider for approval: Proposal for Baseline Report preparation services from F. Mark Schiavone for Property EEE for \$863.39
 - Ms. McDonald moved to accept both proposals and the motion was seconded. The motion passed unanimously.

- Consider for approval: the amendment to JCFPB's policy Standard 1A: Mission (approved 4/9/2012) to be written as follows:

"The mission of the Jefferson County Farmland Protection Board is to protect productive farmland for future generations in order to maintain the long-term viability of agriculture in Jefferson County in accordance with West Virginia State Code §8A-12-1 et seq.

We accomplish our work through holding purchased and donated conservation easements, collaborating with like-minded organizations, and providing community outreach and education to raise awareness about farmland protection."

- o **Ms. McDonald moved to accept the amendment and the motion was seconded. The motion passed unanimously.**

- Consider for approval: the amendment to JCFPB's **Standard 4 Conflict of Interest Policy** (Existing policy reviewed and approved by JCFPB April 9, 2012) to add the following provision:

"Any Board member, if applying for an easement on his or her behalf shall not serve on the Board for a period of one year prior to application."

- o **Ms. McDonald moved to amend the Conflict of Interest Policy using the following modified provision:**

"No Board member may apply for an easement. No former Board member may apply for an easement until such person has been off the Board for at least 12 consecutive months."

- o **The motion was seconded and the passed unanimously.**

Committee Reports

- No Committee reports were given
-

Announcements: None

5:40 pm ----- Adjourn



March 7, 2017

Elizabeth Wheeler
Jefferson County Farmland Protection Board
PO Box 731
Charles Town, WV 25414

Ms. Wheeler,

Thank you for contacting us to submit a bid for the baseline documentation of the Boyd and Carter Properties which are being placed under conservation easement. Based on the location, size and complexity of these two properties our prices will be as follows:

- Boyd Property \$1,765.23 – Price includes 4 printed copies of the baseline along with 1 electronic copy.
- Carter Property \$1,673.26 – Price includes 5 printed copies of the baseline along with 1 electronic copy.

Please contact us if we are chosen to complete these projects and we will get started as soon as possible.

Sincerely,

A handwritten signature in black ink that reads "J. Matthew Monroe". The signature is written in a cursive style with a long, sweeping underline.

J. Matthew Monroe



F. Mark Schiavone
 Consulting Biologist
 2328 Engle Mollers Road
 Harpers Ferry, WV 25425

Mobile: (304) 260-9250
 Home Office: (304) 876-6070
 fmschiav@frontiernet.net

Elizabeth Wheeler
 Executive Director
 Jefferson County Farmland Protection Board
 P.O. Box 731
 Charles Town WV 25414

DELIVERED VIA EMAIL

6 March 2017

Dear Ms. Wheeler,

Thank you for the opportunity to bid on Conservation Easement Baseline work on the EDWARD Boyd & SONS INC. property in Jefferson County, WV. My bid on the work described in your email and the information you provided is below.

Attached is a sample table of contents. I use this format in all the baselines I have conducted for Berkeley, Jefferson, Hampshire, Harrison, and Pendleton Counties as well as for the WV Agricultural Land Protection Authority. Recently I have begun to incorporate new sections that specifically address IRS issues of compliance for conservation easements as well as NRCS issues related to current agricultural practices.

I will complete the fieldwork as soon as possible after notification to proceed, contingent on weather and the Jefferson County Farmland Protection Board representative's and/or the property owner's availability. Normal turnaround for the completed Baseline Report is within 30 days of the fieldwork. Upon favorable review I can deliver four complete binders containing the baseline, photographs, maps, and CD's a few days after final approval by you or your board.

If you choose me for the baseline on this property, please complete the form on page 3 of this letter. If you have any further questions please call or email me.

Bid for Baseline Reports for Boyd & Sons, Inc. property in Jefferson County, WV.

| Task | Amount | Units | Rate | Extended |
|---------------------------|---------------|--------------|-------------|------------------|
| On-site time | 3.00 | Hours | \$ 40.00 | \$ 120.00 |
| Travel time | 0.45 | Hours | \$ 20.00 | \$ 9.00 |
| Travel miles (round trip) | 35 | Miles | \$ 0.55 | \$ 19.39 |
| Document preparation time | 15.75 | Hours | \$ 40.00 | \$ 630.00 |
| Supplies/shipping | | Unit | | \$ 85.00 |
| Lodging | | Unit | | \$ - |
| Travel per diem | | Unit | | \$ - |
| TOTAL DUE | | | | \$ 863.39 |

Sincerely Yours,

F. Mark Schiavone /s/