

**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

**AGENDA**

5:00 pm .....Call to Order and Opening Remarks \* Action item

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

**Treasurer's Report \***

**Administrator's 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.\*
- Consider change of board meeting start time\*
- Discuss agreement for monitoring services provided by the Land Trust of the Eastern Panhandle, consider further action\*

**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, April 11, 2016

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### 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, Ms. Tabb, Mr. Ober, Mr. Quinn and Ms. Wheeler. Absent - Mr. Kercheval, Mr. Reisneweber.

#### Introduction of Guests:

- None

#### Approval of Minutes of Previous Meeting March 14, 2016 \*

- Edits to meeting minutes – Mr. Kercheval listed as both present and absent (he was absent)
- Hearing no objections the minutes were approved by unanimous consent.

#### Treasurer's Report \*

- Quarterly financial report
  - o Ms. Wheeler presented Treasurer's report in Mr. Reisenweber's absence.
    - 3/29 noted event expenses should be categorized under ABPP grant expense
  - o Mr. Ober moved to accept the Treasurer's Report and Quarterly financial report, seconded by Mr. Glenn. The motion passed unanimously.

#### Administrator's Report

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

#### New Business:

- Consider approval of applications for matching funds to the WV Agricultural Land Protection Authority.
  - o Easement committee recommends FFF and WW be submitted to WV Ag Land Protection Authority. Total for JCFLPB match would be \$463K for both properties.
  - o Mr. Glen moved to submit FFF and WWW for the \$463K match, seconded by Mr. Ober. The motion passed unanimously.
- Consider approval of a policy regarding subdivision of a Retained Development Right envelope.
  - o Mr. Glenn discussed his research on retained development right envelopes, including Berkeley county approach which has been to not do retained development rights the last couple years.
  - o Mr. Glen moved to adopt a board policy not to accept future retained development rights for planned easements with existing residential structures and to discuss/address subdivision options with landowners prior to easement. Seconded by Mr. Quinn. The motion passed unanimously.

## **Committee Reports**

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

## **Announcements:**

6:26 pm ----- Adjourn

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## Jefferson County Farmland Protection Board

### Administrator's Monthly Report .....May 9, 2016

#### Easement Progress:

- AAA: Waiting for Chris Luttrell to complete title work/title insurance, HUD, closing cost estimates. County attorney & Planning & Zoning has approved deed of easement. Need NRCS HQ approval of final deed & package before requesting County Commission approval.
- FY15 NRCS coop agreement now to be separate coop agreement from FY16 coop agreement. Neither are completed.

#### Easement Inquiries:

April 29 – met with prospective applicant re: Shepherdstown district property (335 ac), under sale contract, applicant seeking financing. Possible interest from Civil War Trust.

May 3 – met with 2007 applicant, Shepherdstown district (30ac). Seeking re-application.

May 4 – met with Walls family, seeking to purchase parcels (approx. 40 ac) abutting 2011 easement.

#### Easement policy/ issues:

- Need to review monitoring agreement with LTEP, and develop standard monitoring protocol, w/ photos tied to GPS way points on maps.

#### Administration:

- Ongoing update and organization of files, d-bases, easement records.

#### Fundraising/outreach:

- Dr. Oscar C. Stine memorial gifts: 1 donation, \$50. (Total to date: \$1,075)
- Monthly giving: \$40.00/month
- Display table at May 1 Earthday event, Morgans Grove Park, May 8 Shepherdstown Farmers Market. Discussions with several landowners and general public, sold bumper stickers (\$117.00)
- 2016 County Fair catalog ad (see layout)

#### Projects in process:

- ABPP Landowners Guide: maps and text corrections finally completed. Designer is producing layout for the guide. Volunteer photographer Mark Muse took battlefield landscape shots.
- Planning for AAA event for easement announcement w/ Liz McDonald, Jane Tabb
- Easement corrections pending: Shannon Donley, Sam Donley, Latterell, Stine, Willis.
- RCPP: Proceeding on announcing application period for FY15 and FY16 (\$1.8MM). Will use yellow book appraisal process, as NRCS has not progressed with market study.
- FY17 RCPP WV grant application – preproposal for \$1mm submitted, May 10, 2016 deadline.
- Outreach workshops for RCPP applicants, to be planned with Berkeley FPB and Authority. \$2,592 remaining in grant from Conservation district to be spent by June 30, 2016.

#### Events/Meetings:

- Tuesday, May 17, 7pm Planning Commission 1<sup>st</sup> public hearing on Rural development ordinance.
- May ?? TBA – Estate planning workshop, E. WV Community Foundation.



## Jefferson County Farmland Protection Board

## Balance Sheet

As of April 30, 2016

	Apr 30, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
BCT - ICS	2,074,517.72
BCT - Easement Acquisition Fund	22,442.08
Bank of Charles Town	195,193.11
BCT - Fundraising Account	1,001.85
BCT - Stewardship Account	12,552.76
<b>Total Checking/Savings</b>	2,305,707.52
<b>Other Current Assets</b>	
Transfer Taxes Receivable	50.00
Legal Retainer	3,000.00
<b>Total Other Current Assets</b>	3,050.00
<b>Total Current Assets</b>	2,308,757.52
<b>Fixed Assets</b>	
Computer Equipment	1,663.73
<b>Total Fixed Assets</b>	1,663.73
<b>TOTAL ASSETS</b>	<b>2,310,421.25</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	155.82
<b>Total Accounts Payable</b>	155.82
<b>Other Current Liabilities</b>	
Due to County Commission	49,009.99
<b>Total Other Current Liabilities</b>	49,009.99
<b>Total Current Liabilities</b>	49,165.81
<b>Total Liabilities</b>	49,165.81
<b>Equity</b>	
Reserved for Encumbrances	706,604.26
Reserved for Farmland Protect.	1,178,764.12
Net Income	375,887.06
<b>Total Equity</b>	2,261,255.44
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,310,421.25</b>

Jefferson County Farmland Protection Board  
**Profit & Loss**  
April 2016

	<u>Apr 16</u>
Ordinary Income/Expense	
Income	
Interest/Dividends	1,209.11
Contributions Income	360.00
Total Income	1,569.11
Expense	
Conferences Eduction & Training	60.00
Postage and Delivery	9.80
Printing and Reproduction	617.50
Professional Fees	
Accounting	525.00
Computer Support	39.00
Consulting/Contract	155.00
Total Professional Fees	719.00
Telephone	75.00
Travel & Ent	
Travel	61.02
Total Travel & Ent	61.02
Total Expense	1,542.32
Net Ordinary Income	26.79
Other Income/Expense	
Other Expense	
Current Year Encumbrances	
Easement Costs	
Land Trust of EP - Monitoring	5,000.00
Total Easement Costs	5,000.00
Total Current Year Encumbrances	5,000.00
Total Other Expense	5,000.00
Net Other Income	-5,000.00
Net Income	<u><b>-4,973.21</b></u>



# Jefferson County Farmland Protection Board

5/9/2016 3:34 PM

Register: Bank of Charles Town

From 04/01/2016 through 04/30/2016

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>
04/01/2016	3788	United Bankcard	-split-	Wheeler P-Card	99.00	X		146,140.35
04/07/2016	3789	Mindy Sizemore	Professional Fees:Cons...	3/22 - 4/1/16	155.00	X		145,985.35
04/07/2016	3790	Ours Lawyer Lewis ...	Professional Fees:Acco...	Invoice #16-00...	525.00	X		145,460.35
04/07/2016	3791	Elizabeth Wheeler	-split-	March Expenses	145.82	X		145,314.53
04/15/2016			Transfer Taxes Receiva...	Deposit		X	55,407.63	200,722.16
04/21/2016	3793	Nancy McKeithen	Printing and Reproduct...	Landowner's G...	617.50	X		200,104.66
04/21/2016	3794	Land Trust of Easter...	Current Year Encumbr...	Easement Moni...	5,000.00			195,104.66
04/30/2016			Interest/Dividends	Interest		X	88.45	195,193.11



## Cultivating Conservation







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EDITOR'S PICK

## Board buys 84-acre farm for future agriculture use

By Sarah Plummer Register-Herald Reporter Apr 28, 2016

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For the first time in its history, the Fayette County Farmland Protection Board has purchased farmland to be preserved for future economic development through agriculture.

The 84-acre property known as the Whitlock Farm, located along W.Va. Route 16 between Oak Hill and Fayetteville, was sold at public auction Wednesday. It is easily accessible to U.S. 19 and Wolf Creek Industrial Park, making it an ideal location for economic development, said board chairman Adam Hodges.

Agriculture was recently identified by the New River Gorge Regional Development Authority as a significant economic growth sector for the region, he said.

Generally the board works with existing farmers to place easements on property and pays those land owners for the loss of development potential on their property. Property easements can range from \$1,200 – \$3,600 dollars per acre. Using nearly \$500,000 saved to purchase easements, the board instead invested in property for the first time.

The board itself will be able to place an agricultural easement on the property and then offer it for purchase through a public sale. By doing so, the land will be valued for agricultural purposes and is expected to be sold at a much lower price, making it a more reasonable investment for agricultural use.



Property value can be a major barrier for individuals looking to start or expand a career in agriculture, Hodges said.

Fayette Commissioner Denise Scalph and farmland board member said the commission, prosecuting attorney's office and the board had to move quickly to be able to bid on the property when it came up for sale.

"It is exciting, innovative and a great way to start thinking outside the box for future economic development and growth in our county," she said.

The Fayette County Farmland Protection Board receives funding through county land transfer tax stamps and is established through WV State Code to prevent the "irreversible loss of agricultural land."

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@Sarah\_E\_Plummer

1 comment

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**Samuel Ball** from Facebook

17 hours ago

I wonder who the land belonged to and how much they paid for it.....Sounds a little self serving to me when the schools are falling in on themselves.....

Like Reply

