

Jefferson County Farmland Protection Board

Board Meeting.....Monday, May 8, 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: April 10, 2017 *

Treasurer's Report *

Administrator's Report

New Business:

- Consider for approval: Easement/Policy Committee recommendations to correct minor errors and to clarify language in the following policies:
 - Standard 9: Ensuring Sound Transactions: Amendment approved by JCFPB December 2, 2014. *
 - Standard 10: Tax Benefits Approved by the JCFPB August 13, 2012. *
 - Standard 11: Monitoring and Enforcement Policy. Approved by JCFPB April 9, 2012.*
 - Standard 12: Conservation Easement Amendment Policy. Approved by JCFPB October 14, 2010 *
- Consider for approval: Daniel Chittal (Willis Easement) proposal for new building construction (40 X 60 barn and 30 X 40 pavillion)*
- Accept Spring monitoring reports for Davidson, Hockman, Robinson, Knighten, Quinn, Renaud, Restiano-Schiavone, Rogers-Rissler, Saunders-Hockman, Scott, Smith-Payne, Stine, Twin Ridge, Walls, Washington. *
- Review new WV NRCS Deed template *
- Discuss and consider response to NRCS proposal to eliminate Single Point Cooperative Agreement *

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

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1948 Wiltshire Rd, Kearneysville, WV 25430

MEETING MINUTES DRAFT

5:00 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, and Ms. Wheeler.
Absent – Mr. Reisenweber, Mr. Kercheval, Ms. Tabb

Introduction of Guests:

- None

Approval of Minutes of Previous Meeting: April 10, 2017 *

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

Treasurer's Report *

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

Administrator's Report

- No further additions from written report.

Old Business:

- None.

New Business:

- Consider for approval: Easement/Policy Committee recommendations to correct minor errors and to clarify language in the following policies:
 - Standard 9: Ensuring Sound Transactions: Amendment approved by JCFPB December 2, 2014. *
 - Standard 10: Tax Benefits Approved by the JCFPB August 13, 2012. *
 - Standard 11: Monitoring and Enforcement Policy. Approved by JCFPB April 9, 2012.*
 - Standard 12: Conservation Easement Amendment Policy. Approved by JCFPB October 14, 2010 *
- Mr. Ober moved to accept the Easement/Policy Committee recommendations, seconded by Mr. Quinn. The motion passed unanimously.

- Consider for approval: Daniel Chittal (Willis Easement) proposal for new building construction (40 X 60 barn and 30 X 40 pavilion)*
 - o Proposal not received from Mr. Chittal, tabled for now.
- Accept Spring monitoring reports for Davidson, Hockman, Robinson, Knighten, Quinn, Renaud, Restiano-Schiavone, Rogers-Rissler, Saunders-Hockman, Scott, Smith-Payne, Stine, Twin Ridge, Walls, Washington. *
 - o Ms. McDonald moved to accept the Easement/Policy Committee recommendations, seconded by Mr. Ober. The motion passed unanimously.
- Review new WV NRCS Deed template *
 - o Discussed Ms. Wheeler needs to share the details and restrictions with landowners
 - o Many questions exist, and she is having difficulty getting answers from NRCS.
-
- Discuss and consider response to NRCS proposal to eliminate Single Point Cooperative Agreement *
 - o Ms. Wheeler explained single point funding through WV Authority and NRCS, and NRCS decision to cancel agreement
 - o Mr. Ober shared Easement Committee's recommendation that we request NRCS open discussions on the agreement and discuss both parties concerns and ideas before eliminating unilaterally.

Committee Reports

- Easement Committee – none other than presented in this meeting
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
- Strategic Plan Committee

5:48 pm ----- Adjourn

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MEETING MINUTES DRAFT

5:00 pmCall to Order and Opening Remarks

* Action item

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

Introduction of Guests:

- None

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

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

Treasurer's Report *

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

Administrator's Report

- No further additions from written report.

Old Business:

- None.

New Business:

- Consider for approval: Easement/Policy Committee recommendations to correct minor errors and to clarify language in the following policies:
 - Standard 5: Fundraising Policy. Approved by JCFPB April 9, 2012. *
 - JCFPB Standard 6: Financial and Asset Management. Approved by JCFPB August 13, 2012. *
 - Standard 7: Volunteers, Staff and Consultants. Approved by JCFPB May 12, 2012. *
 - JCFPB Standard 8: Evaluating and Selecting Conservation Easements. Approved by JCFPB May 12, 2012. *
- Ms. McDonald moved to accept the Easement/Policy Committee recommendations, seconded by Mr. Ober. The motion passed unanimously.

Committee Reports

- Easement Committee

o Committee is continuing to review policy updates, and will be presented more updates for board review in future board meetings.

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

5:45 pm ----- Adjourn

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Jefferson County Farmland Protection Board
Balance Sheet
As of May 31, 2017

	<u>May 31, 17</u>
ASSETS	
Current Assets	
Checking/Savings	2,742,052.80
BCT - ICS	29,546.80
BCT - Easement Acquisition Fund	240,609.50
Bank of Charles Town	1,008.93
BCT - Fundraising Account	12,841.57
BCT - Stewardship Account	-----
Total Checking/Savings	3,025,859.60
Other Current Assets	87,325.69
Transfer Taxes Receivable	3,000.00
Legal Retainer	-----
Total Other Current Assets	90,325.69
Total Current Assets	3,116,185.29
Fixed Assets	1,663.73
Computer Equipment	-----
Total Fixed Assets	1,663.73
TOTAL ASSETS	<u>3,117,849.02</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	49,415.77
Due to County Commission	-----
Total Other Current Liabilities	49,415.77
Total Current Liabilities	49,415.77
Total Liabilities	49,415.77
Equity	
Reserved for Encumbrances	1,317,104.26
Reserved for Farmland Protect.	1,162,924.69
Net Income	588,404.30
Total Equity	-----
TOTAL LIABILITIES & EQUITY	<u>3,117,849.02</u>

3:19 PM

06/12/17

Accrual Basis

Jefferson County Farmland Protection Board
Profit & Loss
May 2017

	May 17
Ordinary Income/Expense	
Income	
Transfer Tax	87,325.89
NPS/CWPT/ABPP Grants	10,847.75
Interest/Dividends	1,849.13
Contributions Income	214.04

Total Income	100,036.61
Expense	
Postage and Delivery	10.99
Professional Fees	
Computer Support	39.00
Consulting/Contract	405.41

Total Professional Fees	444.41
Supplies	44.59
Telephone	75.00
Travel & Ent	
Travel	37.45

Total Travel & Ent	37.45

Total Expense	612.44

Net Ordinary Income	99,424.17

Net Income	99,424.17

Jefferson County Farmland Protection Board

6/12/2017 3:20 PM

Register: Bank of Charles Town

From 05/01/2017 through 05/31/2017

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
05/03/2017			Transfer Taxes Receiva...	Deposit		X	56,389.74	230,262.05
05/03/2017			NPS/CWPT/ABPP Gr...	Deposit		X	10,847.75	241,109.80
05/08/2017	3877	Elizabeth Wheeler	-split-	April Expense ...	123.44	X		240,986.36
05/08/2017	3878	W.B. Mason Co., Inc.	Supplies	Invoice I43413...	44.59	X		240,941.77
05/08/2017	3879	United Bankcard	Professional Fees:Com...	P-Card Wheeler	39.00	X		240,902.77
05/25/2017	3880	Torri Martin	Professional Fecs:Cons...	Invoice #002	405.41			240,497.36
05/31/2017			Interest/Dividends	Interest		X	112.14	240,609.50

Jefferson County Farmland Protection Board

Administrator's Monthly Report ...May 8, 2017

Easement Progress:

- AAA: All materials provided to NRCS. NRCS provided a deed template that they believe will be approved. The more variances from the template, the more time it will spend in review. The cooperative agreement expires August 31, 2017.
- ZZ and EEE surveys are complete, baselines have been ordered, met with landowners to discuss process, stewardship provisions.
- NRCS picks for ACEP ALE are due in June. Property HHH (278 ac) and JJJ (278 ac) rank at the top.

Easement Inquiries/Issues:

- May 5 query about easement process.

Easement policy/ issues:

- County concerns about the undefined haying/mowing restrictions in the deed template need to be addressed.
- Thank you letter to Sen. Miller for his efforts with SB 647: the bill language was amended to exclude mention of farmland protection boards and the "and/or" provision that enabled county commissions to determine use of funds.
- Market study process has been unsuccessful. Preliminary values are too low or negative. We will continue to use YellowBook appraisals.
- The WV Agricultural Land Protection Authority has announced its 2017 RFP for applications, due June 19.

Easement Monitoring:

- Spring monitoring visits: Still need to complete Lorber/Eby.

Administration:

- Sign MOU with LTEP

Fundraising/outreach:

- \$550 in new donations in April.
- Placing \$350 ad in American Contemporary Theater Festival Program.

Projects in process:

- ABPP Project: Draft report submitted to ABPP.
- RCPP – Ranking of applications to the first round are pending.

Events/Meetings:

- May 11: Morgantown, Single Point Agreement discussion with State Conservationist, and meeting with ACEP program manager to discuss coordination/communication issues.