

Jefferson County Farmland Protection Board

Board Meeting.....Monday, November 14, 2016

**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

Approval of Minutes of Previous Meeting October 11, 2016*

Treasurer's Report *

Administrator's Report

Old Business:

- FY16 Audit Committee schedule 

New Business:

- Consider for approval: submission of properties WW, KKK, III, HHH, JJJ to NRCS for ACEP/ALE funding and KKK, III, HHH for RCPP funding. * ✓
- Consider for approval: Perry and Associates auditing services bid not to exceed \$3,900. * ✓
- Consider for approval: Survey services proposal from Edward L. Johnson for \$4,300 for Property ZZ, and \$4,800 for Property EEE. * ✓
- Re-convene Policy Committee to review and revise 2013 policies.

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

Jefferson County Farmland Protection Board

Board Meeting.....Tuesday, October 11, 2016

Jefferson County Public Services Building/ Development Authority Conference Room
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 Ms. McDonald. Attending the meeting were, Mr. Ober, Mr. Quinn, Mr. Glenn and Ms. Wheeler. Absent - Ms. Tabb, Mr. Kercheval and Mr. Reisenweber.

Introduction of Guests:

- None

Approval of Minutes of Previous Meeting September 12, 2016*

- Corrected September minutes to state both July and August Treasurers report was approved.
- Corrected September minutes, under old business from:
 - Mr. Glenn moved to accept the 2017 Budget as presented, seconded by Mr. Ober. Ms. McDonald abstained due to not **having review**. The motion passed.

To:

- Mr. Glenn moved to accept the 2017 Budget as presented, seconded by Mr. Ober. Ms. McDonald abstained due to not having **reviewed budget**. The motion passed.
- Hearing no objections, the minutes with above changes were approved by unanimous consent.

Treasurer's Report *

- Ms. Wheeler presented Treasurer's report in Mr. Reisenweber's absence.
 - Mr. Glenn moved to accept the Treasurer's Report as presented seconded by Mr. Ober. The motion passed unanimously.

Administrator's Report

- No additions from written report.

Old Business:

- FY16 Audit Committee schedule
 - Unable to schedule, have not received all responses from RFP
 - Will schedule meeting via email

New Business:

- JCFPB Election of new officers *
 - Ms. McDonald nominated Mr. Quinn (Secretary), Mr. Ober (VP), Mr. Reisenweber (Treasurer) and Mr. Glenn (President).
 - No other nominations from floor.
 - Mr. Quinn moved to vote on nominations, seconded by Mr. Ober. The motion and vote passed unanimously.
- Annual conflict of interest form
 - Distributed forms to board members present to review and sign.
 - Reviewed board member conflict of interest issues with assisting other parties in assisting

- buying/selling easement properties. Recommended board members always document/request clarifications of COI in writing to Board President and Administrator.
- Update on MOU with the Land Trust of the Eastern Panhandle
 - o Mr. Glenn reviewed draft MOU discussed and reviewed with Land Trust (LTEP)
 - Consider for approval: MOU with the Land Trust of the Eastern Panhandle *
 - o Hearing no objections, the MOU was approved by unanimous consent, pending minor grammar edits.
 - Review current language in the easements and discuss possible modification*
 - o Mr. Glenn discussed considering language that provides clearer guidance to co-holders in future easements, in the case of disputes.
 - o No action taken at this time, the language change is in the idea stage at this point. Mr. Glenn will research if there is similar language being used by other farmland boards.
 - Fall Monitoring schedule
 - o Schedule will be published by Ms. Wheeler via email.

Committee Reports

- Easement Committee – Ms. Wheeler to schedule meeting.
- Finance Committee
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
- Strategic Plan Committee

Announcements:

6:10 pm ----- Adjourn

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Jefferson County Farmland Protection Board

Balance Sheet

06/23/17

As of October 31, 2016

Accrual Basis

Oct 31, 16

ASSETS

Current Assets

Checking/Savings

BCT - ICS

2,482,033.96

BCT - Easement Acquisition Fund

23,282.71

Bank of Charles Town

158,937.16

BCT - Fundraising Account

1,005.13

BCT - Stewardship Account

12,593.94

Total Checking/Savings

2,677,852.90

Other Current Assets

Transfer Taxes Receivable

64,498.89

Legal Retainer

3,000.00

Total Other Current Assets

67,498.89

Total Current Assets

2,745,351.79

Fixed Assets

Computer Equipment

1,663.73

Total Fixed Assets

1,663.73

TOTAL ASSETS**2,747,015.52****LIABILITIES & EQUITY**

Liabilities

Current Liabilities

Other Current Liabilities

Due to County Commission

15,161.82

Total Other Current Liabilities

15,161.82

Total Current Liabilities

15,161.82

Total Liabilities

15,161.82

Equity

Reserved for Encumbrances

1,317,104.26

Reserved for Farmland Protect.

1,162,924.69

Net Income

251,824.75

Total Equity

2,731,853.70

TOTAL LIABILITIES & EQUITY**2,747,015.52**

Jefferson County Farmland Protection Board

Profit & Loss

October 2016

06/23/17

Accrual Basis

	Oct 16
Ordinary Income/Expense	
Income	
Transfer Tax	64,498.89
Interest/Dividends	1,460.93
Contributions Income	20.00
Total Income	65,979.82
Expense	
Supplies	55.31
Total Expense	55.31
Net Ordinary Income	65,924.51
Net Income	<u>65,924.51</u>

Jefferson County Farmland Protection Board

6/23/2017 10:48 AM

Register: Bank of Charles Town
 From 10/01/2016 through 10/31/2016
 Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/11/2016	3837	W.B. Mason Co., Inc.	Supplies	Invoice No. I38...	55.31	X		211.080.59
10/20/2016			BCT - Easement Acqui...	G. Perry Paypa...	145.20	X		210.935.39
10/21/2016			Transfer Taxes Receiva...	Deposit		X	47,884.58	258.819.97
10/26/2016			BCT - ICS	Funds Transfer	100,000.00	X		158.819.97
10/31/2016			Interest/Dividends	Interest		X	117.19	158.937.16

Jefferson County Farmland Protection Board

Administrator's Monthly ReportSeptember 12, 2016

Easement Progress:

- AAA: NRCS (local) prepared ALE Plan and submitted to NRCS in Morgantown. A new draft deed template combining minimum deed terms and the WV template was established, and I converted AAA deed to this format, had Rob review it, and submitted to NRCS & AAA's attorney. No idea when it will be reviewed; the NRCS review system is backlogged, according to WV NRCS.
- FY15 NRCS coop agreement – the final agreement is still pending.
- RCPP applications: Three new properties: HHH: 334.8 ac, III: 242.55 ac, KKK: 165.53 ac
- ACEP applications: Three re-applications: WW: 80 ac, FFF: 131.5 ac, GGG: 146 ac
- Ordered title search for ZZ and EEE from Pill and Pill

Easement Inquiries: none

Easement policy/ issues:

- Joined Berkeley County on August 30 in discussion with WVNRC State Conservationist and staff regarding frustrations with delays, poor communication and rule changes that are unclear or not made known.

Administration:

- Audit RFPs sent to three firms.
- Pill and Pill formal contract due this week.
- Board election: October meeting

Fundraising/outreach:

- Peter Fricke is donating a fireproof safe

Projects in process:

- ABPP Project: Landowners Guide in layout, workshops in September & October postponed. ABPP has not reviewed the document yet.
- FY15 Annual Report – draft prepared
- Program: need to schedule Commission approval of FY 17 Program (routine)
- Easement corrections pending: Shannon Donley, Sam Donley, Latterell, Restiano-Schiavone, Stine, Willis. Propose Easement Committee meeting with LTEP to review proposed actions.
- RCPP – contributing to grant proposal for third round of funding for approximately \$900,000.

Events/Meetings:

August 30: With Berkeley staff and board, met NRCS State Conservationist and staff to discuss concerns about program delays and communication issues.

August 30: Met with OHCF committee in Elkins to streamline the application form

Sept. 19: WV Economic Development conference tour of Twin Ridge assisting with organization.

October 12 – 14: WV Farmland Protection Conference, Canaan

Jefferson County Farmland Protection Board

Administrator's Monthly ReportNovember 14, 2016

Easement Progress:

- AAA: NRCS (local) prepared ALE Plan and submitted to NRCS in Morgantown. Awaiting corrected title commitment.
- RCPP applications: Three new properties: HHH: 342 ac, III: 242.55 ac, KKK: 165.53 ac
- ACEP applications: Three re-applications: WW: 80 ac, FFF: 131.5 ac, GGG: 146 ac
- Ordered title search for ZZ and EEE from Pill and Pill.

Easement Inquiries:

- October 17: Landowner inquiry about program details/process for possible application.
- October 19: Landowner abutting applicant property HHH, inquiring about NRCS program details, concern about ABPP.
- November 2: Potential buyer of Lorber property re: easement terms.
- November 4: Kabletown landowner of 200+ acres request for program details/process.

Easement policy/ issues:

- The Easement Committee should meet before the December 12 Board meeting to:
 - Review and approve the fall monitoring reports. Reports are due to NRCS December 31.
 - Discuss proposed WV deed template
 - Review pending easement corrections: Shannon Donley, Sam Donley, Latterell, Restiano-Schiavone, Stine, Willis. Propose Easement Committee meeting with LTEP to review proposed actions.
 - Schedule Policy Committee to review and revise 2013 JCFPB policy documents.

Administration:

- Audit RFPs sent to three firms, received one acceptance, requested & received price reduction
- New signatories for BCT accounts to sign documents
- Outstanding conflict of interest forms: Nick Kercheval, John Reisenweber
- 2017 Board Meeting schedule — *call Wick*

Fundraising/outreach:

- Facebook page is up.
- Planning presentation to BCT Trust officers, via Steven Shaffer

Projects in process:

- ABPP Project: The Guide is in print production. ABPP approval needed for the powerpoint presentation. Workshop dates: December 2, January 11, 17, 23.
- FY15 Annual Report – the report is in layout
- Program: need to schedule Commission approval of FY 17 Program (routine)
- RCPP – notification for the FY17 grant application: January 2017

Events/Meetings:

- November 16, 2PM – Petersburg Airport: RCPP ranking
- November 17, 10am – Petersburg Airport: Review WV Deed of Conservation Easement template.
- ABPP Workshop dates: December 2, January 11, 17, 23.
- January 12 – 14 Future Harvest conference, Hyattsville, MD

