

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

AGENDA

5:00 pmCall to Order and Opening Remarks

* Action item

Approval of Minutes of Previous Meeting September 12, 2016*

Treasurer's Report *

Administrator's Report

Old Business:

- FY16 Audit Committee schedule

New Business:

- JCFPB Election of new officers *
- Annual conflict of interest form
- Update on MOU with the Land Trust of the Eastern Panhandle
- Consider for approval: MOU with the Land Trust of the Eastern Panhandle *
- Review current language in the easements and discuss possible modification*
- Fall Monitoring schedule - Liz send

Committee Reports

- Easement Committee - Liz schedule
- Finance Committee - Audit - 11 11
- Fundraising and Public Relations Committee
- Personnel Committee/ Board Development
- Strategic Plan Committee

Research
Dispute Resolution
LTA

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

EDITS

APPROVED

10/12/2016

MEMORANDUM OF UNDERSTANDING
Farmland Conservation Easement Co-Holding:
Baselines, Stewardship, Monitoring and Enforcement Policies

This **MEMORANDUM OF UNDERSTANDING** (this "MOU"), dated as of _____, 2016, is made by and between **JEFFERSON COUNTY FARMLAND PROTECTION BOARD** (the "Board") and **THE LAND TRUST OF THE EASTERN PANHANDLE** ("LTEP"). Board and LTEP are sometimes referred to herein individually as a Party and collectively as the "Parties."

RECITALS:

A. Board is a public agency established by the Jefferson County Commission pursuant to the West Virginia Voluntary Farmland Protection Program statute (WV Code Sections 8A-12-1, *et seq.*) to provide landowners in Jefferson County, West Virginia with the opportunity to protect agricultural land in Jefferson County by the voluntary placement of conservation easements on eligible property.

B. LTEP, a 501(c)(3) non-profit corporation, is a land trust organized to encourage people to preserve open space and rural landscapes in West Virginia's eastern Panhandle by holding conservation easements.

C. Board and LTEP co-hold several existing conservation easements, listed on Exhibit A attached hereto. Board is the lead holder on most of the conservation easements, with LTEP the lead holder of the remainder, as indicated in Exhibit A.

D. Board and LTEP desire hereby to establish non-binding procedures and guidelines for (i) acting as co-holders under the existing conservation easements and future conservation easements that they may co-hold, and (ii) working together with landowners to prepare documents such as baselines and monitoring reports, including in cases where LTEP is acting on behalf of or in partnership with Board.

AGREEMENT:

Board and LTEP agree as follows:

1. Baseline Preparation and Survey

(a) LTEP will prepare the baseline documentation report on all conservation easements where it has the lead and, at the request of Board, on easements where Board will have the lead and LTEP will be a co-holder. In the latter case, LTEP will charge Board a price to be agreed upon by an exchange of letters. Whenever Board will have the lead on the conservation easement, or is paying for the survey of the easement area, it will provide LTEP a copy of the survey in advance of the preparation of the baseline documentation report. LTEP will arrange the date for the field work for the baseline documentation report with the landowner and will invite Board to have a representative present.

(b) Alternatively, Board, in its discretion, will arrange for preparation of the baseline documentation report on all easements where it has the lead. It will invite LTEP to send a representative for the field work for the baseline documentation report and will provide LTEP with a copy of the report for comment before sharing it with the landowner. Any changes will be coordinated with LTEP, since both organizations must sign the baseline documentation report at the easement closing. When LTEP has the lead on a conservation easement, it will follow an identical procedure, inviting Board to send a representative to the field work, providing a copy of the baseline documentation report before sharing it with the landowner and coordinating ~~regarding~~ any changes.

2. Stewardship Contribution

(a) LTEP needs to add money to its Stewardship Fund for every conservation easement that it holds or co-holds. Since LTEP currently has no paid staff, this account functions as a "Legal Defense Fund." Interest on the Stewardship Fund helps cover the cost of the conservation easement defense insurance that LTEP maintains.

(b) Where LTEP has the lead, it will obtain from the donor(s) a pledge of a Stewardship Fund contribution in an amount that depends on the nature, size and complexity of the conservation easement, in accordance with LTEP policy on stewardship fund contributions. Normally, LTEP will obtain this pledge before it commits funds to the project, e.g., for a preparation of a baseline documentation report or, in the case of a conservation easement partially funded by the American Battlefield Protection Program ("ABPP"), for an appraisal.

(c) Where Board has the lead and LTEP will be a co-holder, the amount of the contribution to the Stewardship Fund shall be \$3,000; if the conservation easement is such that it could result in parcels with separate owners in the future, the amount will be more. LTEP shall prepare a written notice to the landowner regarding LTEP's Stewardship Fund. Such notice will inform the landowner that the Stewardship Fund contribution is a one-time expense and will describe how LTEP manages its Stewardship Fund. LTEP will also provide Board with a copy of its Stewardship Contribution Pledge Form, which will include information on its stewardship policy, its rationale for the amount of the stewardship pledge request and information on how the fund is managed. It will also explain that the contribution will be expected to be paid promptly after closing, with LTEP to acknowledge it in writing to the donor as a contribution to a 501(c)(3) charity. The Board shall provide such notice and pledge form to the landowner at the application stage for a conservation easement. If the Natural Resources Conservation Service ("NRCS") is providing matching funds for the conservation easement, Board will inform the landowner that the NRCS does not require a landowner donation or contribution to stewardship or acquisition funds. If the landowner elects not to make the stewardship contribution, LTEP will not co-hold the conservation easement.

3. Monitoring

(a) LTEP has primary responsibility for monitoring those easements on which it has the lead and Board is the co-holder. It will prepare a monitoring schedule for Spring and Fall, provide a copy of that schedule to the co-holder so that a representative can be present for the

LTEP

monitoring, and coordinate with the landowners to insure that they are amenable to the dates and times of the monitoring. It will document the monitoring, including taking at least one photo, and prepare the monitoring report. The extent of the monitoring by LTEP will follow the information in the baseline documentation report. In particular, it will verify whether there are any new structures/impervious surfaces or additions to existing structures/impervious surfaces and, if so, their size and location. In addition, it will document any disturbances to the ground, tree cutting, dumping, surface water alteration, or incursions from neighboring properties. It will also cover and include the items and information set forth in Exhibit B attached hereto.

(b) When Board has the lead on the conservation easement, it shall have the primary responsibility for monitoring. LTEP will perform monitoring as described above on behalf of Board, if requested, at a price to be agreed upon by an exchange of letters. Once LTEP is asked and agrees to provide monitoring services for a specific co-held conservation easement, LTEP will provide such services on an annual basis, unless Board elects in writing to perform such monitoring itself or with another Party, or LTEP decides to terminate its monitoring on behalf of Board.

(c) If LTEP is co-holder of a conservation easement where Board has the lead and is monitoring, Board will take these steps, including coordination with LTEP, preparation of the monitoring report and sharing it with LTEP.

(d) Upon receipt of a monitoring report prepared by LTEP, Board shall have thirty (30) days to review it and request LTEP to make any modifications or clarifications. The same provision applies to Board when it is monitoring those easements where it is the lead holder and LTEP is the co-holder.

(e) LTEP will not monitor compliance with Conservation Plans, copies of which it does not have, although it will note something immediately obvious and questionable, e.g., removal of stream fencing that excludes cattle.

3. Enforcement

(a) When monitoring reveals something that is questionable under a particular conservation easement co-held by the Parties, LTEP will document whatever is questionable both in writing and by photographs, including whatever information the landowner provides ~~regarding it~~. In any discussions with the landowner at that time, LTEP will not give any opinion about whether or not a violation has occurred. LTEP will provide Board with the written report of the monitoring, including photographs and any landowner-supplied information. Board will follow this same procedure when it is monitoring conservation easements where it is the lead-holder and LTEP is the co-holder.

(b) If a monitoring report discloses a potential violation of a conservation easement co-held by the Parties, Board and LTEP shall confer to achieve a joint position on such potential violation and the actions necessary to cure such potential violation. Once a joint position has been reached, Board and LTEP shall jointly notify the landowner of the potential violation and schedule a meeting among Board, LTEP and the landowner to discuss it. Board and LTEP will

consult following such meeting or written communication regarding whether further steps are necessary and what they should be. Any communications with the landowner regarding a potential violation and/or joint position shall be signed by both Board and LTEP, with any written communication on the letterhead of the organization that is the lead holder.

(d) LTEP will not engage with the landowner concerning enforcement of a Conservation Plan or an Agricultural Land Easement Plan under the USDA Natural Resources Conservation Service.

(e) The provisions of this Section 3 shall apply both to conservation easements where LTEP has the lead and to conservation easements where Board has the lead, but LTEP is monitoring on its behalf. If LTEP is co-holder of a conservation easement where Board has the lead and is monitoring, Board will act in the same manner to involve LTEP in development of a joint position and jointly conveying it to the landowner.

(f) If LTEP and Board are unable to reach a joint position regarding an enforcement issue, then the Parties shall be free to proceed in accordance with the terms of the applicable conservation easement governing the rights and obligations of the co-holders under such conservation easement and applicable law.

4. Approvals of Landowner Requests

(a) If a landowner under a conservation easement co-held by the Parties, requests (i) that the co-holders consent to an action to be taken by the landowner on property under easement, or (ii) a clarification of the terms of such conservation easement, Board and LTEP shall meet, within thirty (30) days of receipt of such request (or within any shorter applicable time period) to develop in good faith a joint position regarding the landowner's request. Once a joint position has been reached Board and LTEP shall jointly notify the landowner in writing of such joint position. The lead co-holder shall be responsible for producing the joint communication, obtaining board approvals, and delivering the joint communication to the landowner.

(b) If it is necessary also to obtain approval of a third Party (e.g., NRCS or ABPP), LTEP and Board will coordinate to present a joint position to the third Party, with either LTEP or Board taking the lead with the third Party, as appropriate.

(c) If LTEP and Board are unable to reach a joint position regarding an issue raised under this Section 4, then the Parties shall be free to proceed in accordance with the terms of the applicable conservation easement governing the rights and obligations of the co-holders under such conservation easement and applicable law.

5. MOU Non-Binding; Conservation Easements Control: Board and LTEP acknowledge and agree that the purpose and intent of this MOU is to set forth certain guidelines and procedures relating to conservation easements that will assist the Parties in co-holding and monitoring conservation easements. The Parties acknowledge and agree that neither Board nor LTEP shall be legally bound to the other by reason of this MOU, nor shall any rights, liabilities

or obligations be created hereby. Either Party may terminate this MOU for any or no reason upon written notice to the other Party. The Parties further agree that if any dispute arises under any conservation easement co-held by the Parties, then the terms and provisions of such conservation easement shall control, and the Parties shall be prohibited from citing any provision of this MOU to interpret, clarify or explain any term or provision of such conservation easement.

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INSERT SIGNATURES

EXHIBIT A

Existing Conservation Easements

EXHIBIT B

Jefferson County Farmland Protection Board

Board Meeting.....Monday, September 12, 2016

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

- 5:10 pmCall to Order and Opening
- Meeting called to order by President Ms. Mr. Ober, Mr. Quinn, Mr. Glenn and Ms.

To Review/address

1 item
ng were Ms. Tabb,
Reisenweber.

Introduction of Guests:

- None

Approval of Minutes of Previous Meeting A

- Hearing no objections, the minutes were a

Treasurer's Report *

- Ms. Wheeler presented Treasurer's report
 - Transfer taxes up about \$10,000 ac
 - Mr. Glenn moved to accept the Treasurer's report as presented seconded by Mr. Ober. The motion passed unanimously.

just

Administrator's Report

- No additions from written report.

Old Business:

- Approve FY17 annual budget *
 - Ms. Wheeler presented 2017 budget for approval.
 - Budget based off of 2015-2106, actuals and showed comparison to last year's budget.
 - 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.

*ed
↳ the budget*

New Business:

- Consider for approval: Draft text for FY16 Annual Report*
 - Reviewed and discussed text for annual report
 - Mr. Ober moved to accept the draft of Annual Report as presented seconded by Mr. Glenn. The motion passed unanimously.
- Consider for approval: letter of support for \$600K for FY17 RCPP funding application *
 - Ms. Wheeler discussed letter, purpose etc. to communicate our interest in the program.
 - The letter is non-binding, and the \$600K is just a reasonable guess at possible easement funding match.
 - Mr. Glenn moved to send the RCPP support letter, with additional clarification/comment to include that both the Potomac and Shenandoah Rivers border Jefferson County. Seconded by Mr. Quinn. The motion passed unanimously
- Consider for approval: RCPP applications HHH, III, KKK for matching funds *
 - Discussed FY17 ranking summaries, requesting approval to proceed with three properties in RCPP application process, not the final approval

- Ms. Wheeler prepared initial scoring for this initial step, the easement committee and board will still approve if the properties make it through the application processes.
- Mr. Glenn moved to authorize administrator to move forward with presenting RCPP with our recommended properties in our ranking order, seconded by Mr. Ober. The motion passed unanimously.

- FY16 Audit Committee schedule – to be determined, pending responses from RFP recipients.

Committee Reports

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

Announcements:

6:05 pm ----- Adjourn

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Jefferson County Farmland Protection Board
Balance Sheet
As of September 30, 2016

Sep 30, 16

ASSETS

Current Assets

Checking/Savings

| | |
|---------------------------------|--------------|
| BCT - ICS | 2,380,710.50 |
| BCT - Easement Acquisition Fund | 23,104.72 |
| Bank of Charles Town | 211,135.90 |
| BCT - Fundraising Account | 1,004.58 |
| BCT - Stewardship Account | 12,587.00 |

Total Checking/Savings 2,628,542.70

Other Current Assets

| | |
|---------------------------|-----------|
| Transfer Taxes Receivable | 47,884.58 |
| Legal Retainer | 3,000.00 |

Total Other Current Assets 50,884.58

Total Current Assets 2,679,427.28

Fixed Assets

| | |
|--------------------|----------|
| Computer Equipment | 1,663.73 |
|--------------------|----------|

Total Fixed Assets 1,663.73

TOTAL ASSETS 2,681,091.01

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 | 185,900.24 |

Total Equity 2,665,929.19

TOTAL LIABILITIES & EQUITY 2,681,091.01

Jefferson County Farmland Protection Board
Profit & Loss
September 2016

Sep 16

| | |
|---------------------------|------------------|
| Ordinary Income/Expense | |
| Income | |
| Reimbursed Expenses | 1,788.42 |
| Transfer Tax | 47,884.58 |
| Interest/Dividends | 1,379.50 |
| Contributions Income | 29.04 |
| Total Income | 51,081.54 |
| Expense | |
| Licenses and Permits | 25.00 |
| Postage and Delivery | 17.57 |
| Professional Fees | |
| Computer Support | 19.92 |
| Consulting/Contract | 150.00 |
| Total Professional Fees | 169.92 |
| Salary & Benefits Expense | 15,161.82 |
| Supplies | 507.95 |
| Telephone | 150.00 |
| Travel & Ent | |
| Travel | 86.40 |
| Total Travel & Ent | 86.40 |
| Total Expense | 16,118.66 |
| Net Ordinary Income | 34,962.88 |
| Net Income | <u>34,962.88</u> |

Jefferson County Farmland Protection Board

6/23/2017 10:48 AM

Register: Bank of Charles Town

From 09/01/2016 through 09/30/2016

Sorted by: Date, Type, Number/Ref

| Date | Number | Payee | Account | Memo | Payment | C | Deposit | Balance |
|------------|--------|-------------------------|---------------------------|--------------------|------------|---|-----------|------------|
| 09/07/2016 | 3829 | Mindy Sizemore | Professional Fees:Cons... | Inv. No. 33 | 150.00 | X | | 234,843.69 |
| 09/07/2016 | 3830 | Elizabeth Wheeler | -split- | August Expenses | 151.97 | X | | 234,691.72 |
| 09/07/2016 | 3831 | United Bankcard | -split- | August Pcard ... | 129.65 | X | | 234,562.07 |
| 09/09/2016 | 3832 | W.B. Mason Co., Inc. | Supplies | Invoice No. I37... | 38.43 | X | | 234,523.64 |
| 09/13/2016 | | | Reimbursed Expenses | Deposit | | X | 1,788.42 | 236,312.06 |
| 09/20/2016 | | | Transfer Taxes Receiva... | Deposit | | X | 75,213.30 | 311,525.36 |
| 09/20/2016 | | | BCT - ICS | Funds Transfer | 100,000.00 | X | | 211,525.36 |
| 09/30/2016 | | | Interest/Dividends | Interest | | X | 97.33 | 211,622.69 |
| 09/30/2016 | 3833 | Elizabeth Wheeler | -split- | September Exp... | 102.00 | X | | 211,520.69 |
| 09/30/2016 | 3834 | West Virginia Secret... | Licenses and Permits | Late Fee | 25.00 | X | | 211,495.69 |
| 09/30/2016 | 3835 | W.B. Mason Co., Inc. | -split- | Invoices I3774... | 196.11 | X | | 211,299.58 |
| 09/30/2016 | 3836 | United Bankcard | -split- | Sept P-Card, W... | 163.68 | X | | 211,135.90 |

JEFFERSON COUNTY EASEMENTS SCHEDULE - 2016

| 9/25/2016 | Month | Date | Notes | Information | Easement Address (mailing address) |
|------------------------------|----------|----------------------------------|---|--|--|
| FALL | | | | | |
| Morgan | October | Saturday, October 8 @ 1.00 PM | Property for sale. Meet with Real Estate Agent. Large concrete pipes, building debris. Gavin to lead team | Do by car. | 395 Lake Louise Lane, Kearneysville, WV, 25430. |
| Latterell Farm | October | Monday, October 17 @ 9.30 AM | Bridget to Lead Team | Do by foot. | 364 Knott Rd., Shepherdstown, WV 25443. (Mailing: PO Box 3609 Shepherdstown, WV 25443) |
| Lewis (McMurrin Farm) | October | Monday, October 17 @ 10.30 AM | Bridget to Lead Team | Do by foot. | 161 McMurrin Farm Lane, Shepherdstown, WV 25443 (mailing: PO Box J Shepherdstown, WV 25443) |
| Stehr | October | Wednesday, October 19 @ 9.30 AM | Dump site in west field. Gavin to lead team. | Do by car. Drive around perimeter of property. | 1051 Currie Road, Ranson WV 25438 |
| Nicewarner | October | Wednesday, October 19 @ 10.30 AM | Pole Barn built in 2016. Check impervious area. Gavin to lead team | Meet at house. Do by foot | 1530 Wiltshire Road, Kearneysville WV 25430 |
| The Bower | October | Wednesday, October 19 @ 11.30 AM | Plastic pipes along run. Gavin to lead team. | Do by foot, both sides of road. Meet at house | 822/826 Bower Rd, Charles Town WV 25414. (mailing: PO Box 599, Charles Town WV 25414 |
| WiiBob Farms, Inc. (Henshaw) | October | Monday, October 24 @ 9.30 AM | Gavin to Lead Team | Do by car. Drive down central farm lane. | 5885 Middleway Pike (Rt 51), Middleway, WV 25432 |
| Burch | October | Monday, October 24 @ 11.00 AM | Gavin to Lead Team | Do by car, from property high point. | 690 Hinton Road, Kearneysville, WV 25430. (mailing: PO Box 118, Summit Point, WV 25446) |
| Willis (Chittal) | October | Wednesday, October 26 @ 9.30 AM | Property sold to Chittals. Gavin to lead team | Meet at house. Do by car. | 311 Peaceful Breeze Lane, Shepherdstown WV 25443 |
| Aspen Pool Farm (Printz) | October | Wednesday, October 26 @ 10.00 AM | Gavin to Lead Team | Meet at house. Do by foot | Trough Road, Shepherdstown, WV 25443, (mailing: PO Box 1647, Shepherdstown, WV 25443) |
| Moore (Spring Farm) | October | Wednesday, October 26 @ 10.30 AM | Gavin to Lead Team | Meet at house. Do by foot | Spring Farm Lane, Shepherdstown, WV 254443 (mailing: P.O. Box 1969) |
| Claymont | October | Saturday, October 29 @ 9.30 AM | Gavin to Lead Team | Meet at Mansion. | 667 Huyett Road Charles Town WV 25414 |
| Samuel & Edwina Donley | October | Monday, October 31 @ 9.30 AM | Gavin to Lead Team | Meet at house. Do by car. | 4368 Engel-Molers Rd., Shepherdstown, WV 25443 |
| Shannon & Rene Donley | October | Monday, October 31 @ 10.30 AM | Gavin to Lead Team | Meet at house. Do by car. | 5911 Bakerton Rd., Shepherdstown, WV 25443 |
| Cement Mill | November | Monday, November 7 @ 9.30 AM | Gavin to Lead Team | Meet at Mill. Do by foot. | PO Box 23, Charles Town WV 25414 |
| Pamplin-Mills (Kinnan) | November | Monday, November 7 @ 10.00 AM | Gavin to Lead Team | Meet at house. Do by foot. | 2995 Trough Road, Shepherdstown, WV 25443. (Mailing: PO Box 3095, Shepherdstown, WV 25443). |
| Ellis (Brown) | November | Monday, November 7 @ 10.30 AM | Gavin to Lead Team | Meet at house. Do by foot. | 2765 Trough Road, Shepherdstown, WV 25443. |
| Writt | November | Monday, November 7 @ 11.00 AM | Gavin to Lead Team | Do by foot | 165 Writt Farm Way, Shepherdstown, WV 25443. |
| William C. Donley Farm | November | Monday, November 7 @ 12.00 noon | Gavin to Lead Team | Meet at house. Do by car. | 652 Duncan Road, Harpers Ferry WV 25425. (mailing: 16911 Gorsuch Mill Road, Upperco MD 21155-9437) |