MEETING MINUTES

5:27 pm..........Call to Order and Opening Remarks

- Meeting called to order by President Mr. Glenn
- Attending the meeting were Mr. Kercheval, Ms. Johnson, Ms. Tabb, Mr. Quinn and Ms. Wheeler. Absent – Ms. Tabb, Mr. Perry, JCDA representative.

Introduction of Guests:
- Grant Smith, LTEP

Approval of Minutes of Previous Meeting: Monday, January 13, 2020*
- Reviewed meeting minutes.
- Hearing no comments or objections, the minutes were approved by unanimous consent

Approval of Minutes of Previous Special Meeting: Friday, January 31, 2020*
- Reviewed meeting minutes.
- Hearing no comments or objections, the minutes were approved by unanimous consent

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

Administrator’s Report
- No further additions from written report

New Business:

Consider for Approval: Letter to owner of Property OOO regarding notification and approval requirements for tree removal and ground-disturbing activities. *
- Board discussed concerns, reviewed letter advising of concerns. Agreed to send letter and discuss without landowner.
- Land Trust is lead easement holder, will send letter and communicate to landowner.
- Mr. Glenn moved to approve sending letter and the motion was seconded by Ms. Johnson. The motion passed unanimously.

Consider for approval: Perry & Associates Regular Audit for the year ended June 30, 2019. *
- Ms Wheeler reviewed audit, no material findings.
- Mr. Glenn moved to approve audit report and the motion was seconded by Ms. Kercheval. The motion passed unanimously.

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

## Balance Sheet

As of February 29, 2020

### ASSETS

#### Current Assets

- **Checking/Savings**
  - BCT - ICS: $3,581,120.05
  - BCT - Easement Acquisition Fund: $99,654.14
  - Bank of Charles Town: $145,022.97
  - BCT - Fundraising Account: $1,039.86
  - BCT - Stewardship Account: $14,029.54

  **Total Checking/Savings:** $3,840,866.56

- **Other Current Assets**
  - Transfer Taxes Receivable: $134,325.42
  - Legal Retainer: $3,000.00

  **Total Other Current Assets:** $137,325.42

**Total Current Assets:** $3,978,191.98

#### Fixed Assets

- **Furniture & Fixtures:** $4,487.90
- **Computer Equipment:** $3,678.27

**Total Fixed Assets:** $10,164.17

**TOTAL ASSETS:** $3,988,356.15

### LIABILITIES & EQUITY

#### Liabilities

- **Current Liabilities**
  - Other Current Liabilities Due to County Commission: $37,559.57

  **Total Other Current Liabilities:** $37,559.57

**Total Current Liabilities:** $37,559.57

#### Equity

- **Reserved for Encumbrances:** $1,806,198.50
- **Reserved for Farmland Protect. Net Income:** $1,585,191.54

**Total Equity:** $3,390,790.04

**TOTAL LIABILITIES & EQUITY:** $3,988,356.15
<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Feb 20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Income</strong></td>
<td></td>
</tr>
<tr>
<td>Transfer Tax</td>
<td>67,853.50</td>
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<tr>
<td>Interest/Dividends</td>
<td>5,335.96</td>
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<tr>
<td>Contributions Income</td>
<td>1,228.93</td>
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<tr>
<td><strong>Total Income</strong></td>
<td>74,418.39</td>
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<tr>
<td><strong>Expense</strong></td>
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<tr>
<td>Advertising &amp; Marketing Expense</td>
<td>30.00</td>
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<tr>
<td>Dues and Subscriptions</td>
<td>314.99</td>
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<tr>
<td>Postage and Delivery</td>
<td>37.60</td>
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<tr>
<td>Professional Fees</td>
<td>39.00</td>
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<tr>
<td>Computer Support</td>
<td>1,189.35</td>
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<tr>
<td>Consulting/Contract</td>
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<tr>
<td><strong>Total Professional Fees</strong></td>
<td>1,228.35</td>
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<tr>
<td>Telephone</td>
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<tr>
<td>Travel &amp; Ent</td>
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<tr>
<td><strong>Total Expense</strong></td>
<td>1,727.70</td>
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<tr>
<td><strong>Net Ordinary Income</strong></td>
<td>72,690.69</td>
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<tr>
<td><strong>Net Income</strong></td>
<td>72,690.69</td>
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<td>Date</td>
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<tr>
<td>02/10/2020</td>
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<td>02/29/2020</td>
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<tr>
<td>03/02/2020</td>
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Note: The last transaction is marked with "San Francisco Taxes."
Easement Status:
- Property LLL (295ac) Submitted 14.545 Farmland easement for March 19 County Commission approval.
- Property LLL: Prepared funding application for 282.6 ac to the WV Agricultural Land Protection Board, which announced a new funding round on March 3, with a submission deadline of April 9. This is a potential alternate source.
- Property LLL: As of March 6, ABPP and WVDACH have not responded to revised deed sent on Feb 18.
- Property LLL: Tentative meeting planned for March 14 with contractor to review the revision of the baseline. Have re-written narrative and obtained supporting materials and maps with assistance from the American Battlefield Trust.
- Property HHH (278 ac) – Tim Canfield says minor changes were made in ALE Plan. Baseline approved 2/28/2020. Surveyor mistake caused delay with deed, baseline, affidavit.
- Property JJJ (280 acres) Need to submit approved ALE Plan for NRCS final review and approval.

Inquiries:
2/20/2020: Kabletown: 128 acres
3/4/2020: Middleway 100 acres
3/6/2020: Charles Town: 90 acres

Application: Shepherdstown, 158 acres, addition to existing 60 ac easement.

Projects in process:
Board policy to review: When a property owner submits an application for a property that is listed for sale.

Strategic Plan Update: Board member recruitment: please give me suggestions.

Meetings:
March 12 – RCPP meeting, Petersburg
March 26 – WV Rivers Safe Water Collaborative
April 9: WV Association of Farmland Protection Boards