Jefferson County Farmland Protection Board

BOARD MEETING – November 9, 2020.

MEETING MINUTES

* Current Action Item.

Start:
- 6.08 PM. Meeting held via Zoom and Conference Call.
- Meeting called to Order and Opening Remarks by Mr. Glenn.
- Attendees – Ms. Wheeler, Mr. Glenn, Dr. Hetzel, Mr. Perry, Mr. Kercheval, Ms Johnson.
- Absent – JCDA Representative, Ms. Tabb (JCC Representative),

Approval of Minutes of Previous Meeting: *
- Reviewed Meeting Minutes.
- Hearing no comments or objections, the Minutes were approved by unanimous consent

Introduction of Guests:
- No guests were in attendance.

Treasurer’s Report: *
- Ms. Wheeler presented the Treasurer’s Report for the month ending October 30.
- Mr. Glenn moved to accept the Report.
- Mr. Kercheval seconded the motion.
- The motion passed unanimously.

Administrator’s Report:
- No further Additions from the written report.

New Business:
Consider for approval: Purchase of fireproof file cabinet for a price not exceed $2,000. *
- Mr. Kercheval moved to approve the above proposal.
- Ms. Johnson seconded the motion.
- The motion passes unanimously.

Adjourn:
- 6.25 PM

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

Administrative Monthly Report …. Monday November 9, 2020

Easement Status:

Property LLL.3 (104.722 ac): Deed and survey are under review by Planning & Zoning and the County attorney.

FY 20 easement applications:
- Property KD01 (302 ac). The landowner signed agreement letter for the county-only purchase for $599,987. Survey and baseline have been ordered.
- Property MD01 – Yellowbook appraisal completed. Easement value: $3,800/acre
- Property SD01 – Yellowbook appraisal completed. Easement value $4,200/acre

FY21 Applications: Board acceptance/offer letters sent to the two approved applications HFD02 and KD02. NRCS has not announced the FY21 application deadline or provided the final application matrix as of November 9, 2020.

Projects in process:

Working with Berkeley FPB on a proposal for an easement monitoring contractor for both counties. Concept discussed with Potomac Conservancy on 10/16. We are preparing a proposal for Board review.

Easement review: Ten easements so far contain errors, some more complicated to resolve than others. I am working on the process and procedures to correct the errors.

Procedures manual: As part of the succession planning, this is an on-going project to document the various procedures for running the Farmland Protection Program.

Annual Report: Have begun planning content and photographs. The goal is to send it out at the end of the year.

Fall Monitoring: 23 property visits were scheduled over 5 days between October 30 to November 20. Twelve monitoring visits have been completed as of November 6. The remaining visits are scheduled for November 13 and 20. Glen Hetzel has attended most of the visits so far.

When all the monitoring reports are complete, I will schedule the Easement Committee to review them in time for the December Board meeting.

Administrative:

ABPP: I spoke with the ABPP staff James Modrick on 11/5/20. It appears that the Printz property is being considered.

He sent a newly drafted ABPP template and list of required terms. The task will be to incorporate the JCFPB terms. He was amenable to the idea of a template if we can manage to get ABPP and WVDACH on board.

James provided contact information for possible cultural resource consultants. ABPP would share the cost for the service, and James suggested the cost would be in the neighborhood of $5,000.

Performance Review and Merit Increase: The County issued a memo requesting that department heads submit paperwork for merit increases. The Board did not receive this information. I emailed the review form to Rob Glenn.

Donation: We received $1,000 from a new donor on November 7.

Attorney services: Our current attorney has not been delivering what we need in a timely manner. I am reaching out to Steve Kershner, previously approved by the Board.
Jefferson County Farmland Protection Board

Board Meeting - Monday November 9, 2020  6:00PM

Via Zoom

Join Zoom Meeting
https://zoom.us/j/92297658145?pwd=Ky81RDN2M0JGc0hZ529Hcm41dJEQf09

Meeting ID: 922 9765 8145
Passcode: 104561

One tap mobile
+19292056099,,92297658145#,,,,,0,,104561# US (New York)
+13017158592,,92297658145#,,,,,0,,104561# US (Germantown)

AGENDA

* Action item

6:00pm …………Call to Order and Opening Remarks

Approval of Minutes of Previous Meeting (Tuesday October 13, 2020 )*

Introduction of Guests:
Treasurer’s Report *
Administrator’s Report

New Business:
Consider for approval:  Purchase of fireproof file cabinet for a price not to exceed $2,000. *

Adjourn.

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## Balance Sheet

**As of October 31, 2020**

### ASSETS

#### Current Assets
- **Checking/Savings**
  - BCT - ICS: 2,351,909.17
  - BCT - Easement Acquisition Fund: 107,591.86
  - Bank of Charles Town: 142,313.41
  - BCT - Fundraising Account: 1,050.38
  - BCT - Stewardship Account: 13,161.94
- **Total Checking/Savings**: 2,616,026.76

#### Other Current Assets
- **Transfer Taxes Receivable**: 107,720.80
- **Legal Retainer**: 3,000.00
- **Easement Option**: 10,000.00
- **Total Other Current Assets**: 120,720.80

**Total Current Assets**: 2,736,747.56

#### Fixed Assets
- **Furniture & Fixtures**: 4,487.90
- **Computer Equipment**: 5,678.27
- **Total Fixed Assets**: 10,164.17

**TOTAL ASSETS**: 2,746,911.73

### LIABILITIES & EQUITY

#### Liabilities
- **Current Liabilities**
  - **Other Current Liabilities**
    - Due to County Commission: 19,002.26
  - **Total Other Current Liabilities**: 19,002.26
  - **Total Current Liabilities**: 19,002.26
- **Total Liabilities**: 19,002.26

#### Equity
- **Reserved for Encumbrances**: 1,405,872.00
- **Reserved for Farmland Protect.**: 1,386,169.87
- **Net Income**: -64,132.40
- **Total Equity**: 2,727,909.47

**TOTAL LIABILITIES & EQUITY**: 2,746,911.73
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<td>Interest/Dividends</td>
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<td>Contributions Income</td>
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<td>Professional Fees</td>
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| Net Ordinary Income            | 107,118.63   |

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