

Farmland Protection Board
Minutes
March 20, 2001

Present: Shannon Donley, Jack Quinn, Roger Dailey, Joe Osterman, Jane Tabb, and Janet Stine.

Not Present: Jane Peters

Others: Effie Kallas and Craig Yohn.

The minutes were approved as corrected.

Treasurer's Report:

Jim Knode said the \$2500.00 for administrative costs would be available until July 1st. This will be questioned to Leslie Smith, County Administrator, later during the meeting. It was recommended by Roger Daily that the Board be placed in the process of the annual county budget review. A Employer Identification Number was applied for and received. This will be stored with the official records. The Board's EIN is 55-077-9838.

Non Profit Status: Hope to have that completed by April. Needed single copy of resolution by County Commission and then the application will be sent to Mr. Layva for his review and submission. Janet Stine will contact Mr. William Hartman, State NRCS Conservationist to ascertain a ruling on nongovernmental status and how this status affects eligibility for federal funds.

Farmland Assessment Acres: Craig Yohn stated that the student has finished his work and is now working with Dr. Patrick Drohan for further analysis.

Farmland Protection Plan: There was a review of the Berkeley County Plan and an agreement that the committee to review this document which is a synopsis of the Loudoun County Plan. Craig will scan the document and send it to Janet Stine and Joe Osterman.

Criteria Committee: This committee is made up of Jack Quinn, Jane Tabb, Dr. Keith Berkeley, Mike Magaha and Craig Yohn. It is hoped that a rough draft will be available by the next Board Meeting.

Fund Raising: Mrs. Stine will contact Mr. Hartman. The deadline for the \$30 million form NRCS has passed.

Bylaws: The bylaws have been reviewed by the Prosecuting Attorney's Office who is the attorney of record for the Jefferson County Farmland Protection Board. There was a slight question about the indemnity clause that will be worked out with Effie Kallas. A motion was made by Roger Dailey, seconded by Janet Stine to approve the Bylaws as revised by the prosecuting attorney. The motion passed unanimously.

NEW BUSINESS

Leslie Smith, Jefferson County Administrator explained the concept of using the County Commission to hold and manage funds for the Farmland Protection Board. She explained that for use of the administrative monies (\$2500.00), a purchase order must be filled out and approved by either the County Commission or Administrator, depending on the amount. The County Commission would work with the board on the management and dispersal of larger sums of money for settlements. A resolution request would have to be made to the County Commission to start a line item for the Board which must then be approved in Charleston. The treasurer and their management would be covered under the county's bonding and all auditing expenses would fall under the county. A motion was made by Janet Stine, seconded by Joe Osterman to pursue setting up appropriate accounts with the Jefferson County Commission. Motion passed unanimously. Shannon Donley appointed Janet Stine and Roger Dailey to work on establishing this with the Jefferson County Commission. This will be reported on at the next meeting.

With no further business, Janet Stine moved that the meeting be adjourned.

Respectfully Submitted,

Craig W. Yohn