

**Jefferson County Farmland Protection
Board**

**Minutes [As Amended
Dec. 7, 2010]**

Board Meeting.....November 8, 2010

Jefferson County Public Services Building,

Development Authority Conference Room

1948 Wiltshire Rd, Kearneysville, WV 25430

7:00PM

7:00 p.m. **Call to Order and Opening Remarks**

Calling the meeting to order at 7:00 p.m., Chairman Fricke, noting the absence of a quorum of voting members, declared the meeting to be converted into a worksession, in which the Board would hear reports but take no formal action.

Members present: Peter Fricke (Chair and acting Administrator), Frances Morgan, Secretary, and Chris Lotze. Subsequently, **Bob Henshaw** joined the meeting. Absent were Tom Bayuzik, Joe Funkhouser, and **Liz Uible**. Also present were Grant Smith, Land Trust of the Eastern Panhandle, and Eric Lewis, the Board's accountant.

Minutes of Previous Meeting (October 11)

Action on approval of the October minutes was deferred until the November meeting.

Presentation of Quarterly Financials & Treasurer's Report

Eric Lewis presented the quarterly financial report, and in the absence of Treasurer Bayuzik, the Board briefly discussed the October Treasurer's Report as updated to November 5. Mr. Lewis noted that \$250,000 **will soon be** moved into the operating account from a certificate of deposit to provide for closing of current easements.

FY-2010 Audit

This item is to be placed on the December Agenda for further review and action. Mr. Fricke noted that Mr. Bayuzik and Mr. Funkhouser have requested assistance from other Board members in reviewing the audit proposals.

Update on the status of existing easements

Mr. Fricke reported on the status of existing easements, providing the monthly administrator's report and listing.

Mr. Fricke also provided a list of action items, with relevant dates, to the Board. This represents a revised method of evaluating the administrator workload, which the Board found helpful.

Easement monitoring

In conjunction with representatives from the LTEP, the Board conducted monitoring of

The Bower at 10 a.m. today. No compliance issues were noted. Monitorings are scheduled as follows: Moore, Willis and Printz, November 10; and Donley, Pamplin, and Ellis, November 16th.

CWPT application (Property OO)

With respect to Property OO, Grant Smith presented the LTEP's objection to the letter sent by the Board pursuant to discussion at the October meeting. A letter from the Board indicating to the CWPT that the Board is willing to co-hold the easement, and provide matching funds, is requested. Given the absence of a quorum, no action was taken by the Board.

JCFPB Policy on Amendment of Easements

The Jefferson County Commission approved the Board's proposed Easement Amendment Policy.

JCFPB Administrator position

The position will be advertised, and further direction will be given by the Board at the December meeting.

Conflict of Interest Statements for JCFPB Members

All JCFPB members signed the JCFPB COIS as of today's date.

Correspondence

The next JCFPB meeting will be held on December 7, 2010 at 7:00 p.m.

The meeting adjourned at approximately 8:30 p.m.

These minutes were prepared by Board Secretary Frances Morgan.

All Farmland Protection Board meetings are open to the public.

To address the board contact Peter Fricke to be placed on the agenda. Email: FarmlandProtection@jcda.net
Phone: (304) 728-3255

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