

CLARKE COUNTY
Conservation Easement Authority
Friday – 14 April 2023 – 10:00 am
A/B & Main Conference Room, 2nd Floor Government Center

AGENDA

1. Call to Order
2. Introduction Lorien Lemmon – Conservation Planner/GIS Specialist
3. Approval of Agenda
4. Approval of Minutes of the 10 March 2023 meeting
5. Bank Account balances
6. Campaign for the Authority
7. PEC updates from Hallie Harriman
8. Discussion items
 - a. Impervious surface exceedance standards
 - b. Landscape software
 - c. Internship
9. Easement Donation/Purchase
 - a. Bruce & Debbie Anderson
 - b. Michael & Wendy Gregg
 - c. Poulshot – Ann Brown
10. Adjournment – The next meeting is scheduled for May 12th at 10:00 am

Clarke County Conservation Easement Authority

Draft - Meeting Minutes

Friday, March 10, 2023 – 10:00 AM

Berryville/Clarke County Government Center – A/B Meeting Room

ATTENDANCE	
Randy Buckley (Chair)	✓
Rives Bacon	✓
Bev McKay	✓ arrived 10:10am
Michelle Jones	x
John Hedlund	✓
George Ohrstrom	x
Walker Thomas	✓

STAFF PRESENT: Alison Teetor

OTHERS PRESENT: Robin Couch-Cardillo, Hallie Harriman

CALL TO ORDER: Mr. Buckley, Chair called the meeting to order at 10:00 a.m.

Approval of the Agenda – March 10, 2023:

The Committee voted 4-0-0 to approve the Agenda with the addition of a discussion of the Long Branch Easter egg hunt donation under item 5 and a discussion of the Dennis Pippy easement purchase under item 8.

Motion to approve the Agenda as amended:	
Randy Buckley (Chair)	✓
Rives Bacon	✓
Bev McKay	x
Michelle Jones	x
John Hedlund	✓(seconded)
George Ohrstrom (Vice-chair)	x
Walker Thomas (Secretary/Treasurer)	✓ (moved)

Approval of Meeting Minutes – February 10, 2023:

The Committee voted 4-0-1 to approve the February 10, 2023 meeting minutes as amended with minor changes requested by the Committee.

Motion to approve Meeting minutes for February 10, 2023:	
Randy Buckley (Chair)	abstain
Rives Bacon	✓ (moved)
Bev McKay	✓
Michelle Jones	x
John Hedlund	✓ (seconded)
George Ohrstrom (Vice-chair)	x
Walker Thomas (Secretary/Treasurer)	✓

Bank Account:

Ms. Teetor reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$537,428.74 consisting of \$146,311.73 in the donations account, \$235,421.61 in stewardship/restricted, and \$155,695.40 in local funds. February expenditures in the donations account were for expenses related to Ms. Cardillo’s fees, the Vault sponsorship, postage, and the website annual fee.

Campaign for the Authority:

Ms. Cardillo stated that donations in March totaled \$1,585 from 14 donations. Other items are requests for landowner stories for the spring newsletter. Tupper Dorsey was suggested as a landowner to interview. In addition to placing several hundred acres of land in easement, he has successfully transitioned an apple orchard to landscaping trees as successful reuse of his family farm. In addition both his children have been interns, conducting inspections for several years. Mr. Dorsey has also provided trees for community plantings along the bike path from Berryville to the County Park and more recently the plating along the eastern property line on Milton Valley Cemetery. Ms. Cardillo will reach out to the Treasurer to insure we can insert the newsletter in the tax mailing this spring. Mr. Buckley asked the Authority to consider sponsoring the Easter Egg Hunt at Long Branch. The Authority would be able to display banners for publicity at the event. Members approved a \$100 sponsorship.

Approval of \$100 Easter Egg sponsorship at Long Branch:

The Committee voted 4-0-1 to approve a \$100 Easter Egg sponsorship at Long Branch.

Motion to approve \$100 Easter Egg Hunt Sponsorship at Long Branch:	
Randy Buckley (Chair)	abstain
Rives Bacon	✓ (moved)
Bev McKay	✓
Michelle Jones	x
John Hedlund	✓ (seconded)
George Ohrstrom (Vice-chair)	x
Walker Thomas (Secretary/Treasurer)	✓

PEC updates from Hallie Harriman:

Ms. Harriman provided an update on PEC activities. She stated that there is a planned 3 day tree planting at Clermont March 23rd – 25th. They are still looking for volunteers for Friday. In addition she stated that PEC has been updating their strategic plan and will formalize their intent to accept and hold easements. Ms. Harriman also updated the members on the recent PEC luncheon held at Blandly. Mr. Miller gave an informative presentation on data centers and the initiative by Amazon to power exclusively off the grid. The PEC Board will tour Clarke on March 17th. The group will stop at Long Branch, Powhatan and the Crocker Conservancy, and Clermont. Ms. Harriman is working with Ms. Teetor on a potential Forest Legacy grant application that is focused on placing conservation easements on designated high priority forest land that includes the Blue Ridge mountain area. Approximately 30 letters were mailed to properties in the County that may qualify. She didn’t provide a summary of the bills that passed during the legislative assembly but encouraged members to look at the Virginia Conservation Network website that has summaries of the status of all the bills. Ms. Harriman did state that PEC supported 3 bills that would study the impacts on data center development. Unfortunately all 3 bills failed.

Discussion:

a. Photos and framing for meeting room – Ms. Teetor provided a cost estimate for the 13 photos proposed for the meeting rooms. One bid, for \$1,140 was obtained from Frame-it-Easy an online framing service that was used for the other framed photos in the County wing. Other bids will be obtained. Staff

recommends that the Town and County Administration pay for the framed prints, as the Authority has paid for the other framed photos. Members suggested Jay Arnold be asked to choose the Town photos.

The Committee voted 4-0-1 to recommend to the Government Center Building Committee, approval of the photos and placement as recommended, with payment for printing and framing 13 photos by the Town and County Administration.

Motion to approve recommending to the Government Center Building Committee Town and County Administration pay for printing and framing 13 photos:	
Randy Buckley (Chair)	✓
Rives Bacon	✓
Bev McKay	abstain
Michelle Jones	x
John Hedlund	✓ (moved)
George Ohrstrom (Vice-chair)	x
Walker Thomas (Secretary/Treasurer)	✓ (seconded)

Report on Easement Donations / Purchases

a. Bruce and Debbie Anderson – impervious surface exceedance. Ms. Teetor provided an update on the status of the Anderson easement donation application. Ms. Teetor explained the need to develop an objective means to evaluate when impervious surface limitations could be exceeded. The Natural Resource Conservation Service (NRCS), who provides funding for our ALE grants, allows a waiver for their 2% impervious surface limitation on a case by case basis up to 10%. In making the determination they consider population density, ratio of important farmland to impervious surface, impact to water quality, type of agricultural operation, and parcel size. They use a fairly complicated calculation called a curve number (included in the packet) to determine the amount of impervious surface permitted. Jeff ran the calculation on the Anderson's property before he left and based on the calculation, they would not be permitted the covered arena. The potential is to develop a system for objective evaluation when determining if the impervious surface limitations should be exceeded and if so by how much.

Ms. Teetor met with the Anderson's to discuss the options with regards to their request for a covered riding arena. Ms. Teetor had shared the newly adopted policy and the Anderson's understand the County's position. Mr. Anderson suggested using Best Management Practices (BMPs) to offset runoff. Ms. Teetor included a description of one such practice, a dry well, in the packet. This is a practice used by the Lord Fairfax Soil & Water Conservation District to offset stormwater runoff for agricultural structures. Ms. Teetor contacted Shannon Gaffey, Conservation Specialist for Lord Fairfax SWCD. A meeting is scheduled onsite with the Andersons Wed March 15th at 1:00pm. Ms. Gaffey will determine if the practice is feasible and whether or not the practice would effectively eliminate runoff. If exceedance is permitted, Best Management Practices could be required in the deed of easement to offset any increase in runoff.

Mr. Buckley opined that the waiver option might be preferred over BMP's, because our response is based on appearance more than runoff. Ms. Teetor described options for amending the NRCS waiver to include equine facilities and potentially change the Curve Number calculation to distance to perennial streams.

Report on Applications for Easement Purchase/Donation

On motion of Mr. Hedlund, seconded by Ms. Thomas the Authority unanimously approved going into Closed Session pursuant to Section 2.2-3711-A3 of the Code of Virginia, as amended, to discuss the Acquisition or Sale of Property. On motion of Mr. Hedlund, seconded by Ms. Bacon the Authority

unanimously approved reconvening in Open Session. Mr. Hedlund moved, seconded by Ms. Thomas to certify that to the best of the member’s knowledge:

- (i) only public business matters lawfully exempted from Open Meeting requirements under Chapter 2.2-3700, et sec., of the Code of Virginia, as amended, pursuant to Section 2.2-3711-A3 of the Code of Virginia, as amended, to discuss the Acquisition or Sale of Property, and
- (ii) only such public business matters as were identified in the motion by which the Closed meeting was convened were heard, discussed, and considered in the meeting by the Authority. The vote on the above motion was:

Ms. Bacon	Aye	Mr. Buckley	Aye	Mr. Hedlund	Aye
Ms. Thomas	Aye	Mr. Ohrstrom	Absent	Ms. Jones	Absent
Mr. McKay	Aye				

On motion of Ms. Bacon, seconded by Mr. McKay members voted to approve the appraised value purchase of \$210,000. For the property owned by Dennis & Lissette Pippy, Tax Map# 6-A-59.

The Committee voted 5-0-0 to approve the appraised value purchase of \$210,000 for Dennis & Lissette Pippy.

Motion to approve the payment of the appraised value purchase (Pippy):	
Randy Buckley (Chair)	✓
Rives Bacon	✓
Bev McKay	✓
Michelle Jones	x
John Hedlund	✓ (seconded)
George Ohrstrom (Vice-chair)	x
Walker Thomas (Secretary/Treasurer)	✓ (moved)

Adjournment

There being no further business, the Committee agreed to adjourn the meeting at 11:00 AM. The next Clarke County Easement Authority meeting is scheduled for April 14th, 2023 at 10 AM in the A/B conference room, Government Center, Berryville.

The Committee voted 5-0-0 to adjourn the March 10, 2023 meeting at 11:00AM.

Motion to adjourn the March 10, 2023 meeting at 11:00AM.	
Randy Buckley (Chair)	✓
Rives Bacon	✓
Bev McKay	✓
Michelle Jones	x
John Hedlund	✓ (moved)
George Ohrstrom	x
Walker Thomas	✓ (seconded)

Randy Buckley, Chair

Alison Teetor Clerk to the Authority

Fund 235 - Conservation Easement Balances

	Total Fund Balance	Donations (128)	Stewardship/Restricted Funds Account (210)	Local Funds (000)
SOY FY22	428,702	131,142	235,018	62,541
Fiscal Year 2023				
July Rev/AR		800	128	51,593
July Exps/AP		0	0	0
Aug Rev/AR		155	195	21,165
Aug Exps/AP		-1,554	-1,314	0
Sept Rev/AR		2,925	200	159
Sept Exps/AP		-3,419	0	-621
Dupuy Easement Purchase				-42,000
Oct Rev/AR		755	249	729
Oct Exps/AP		-2,813	0	-22
Nov Rev/AR		3,504	276	21,135
Nov Exps/AP		-3,136	0	-792
Dec Rev/AR		15,513	318	16,144
Dec Exps/AP		-904	0	-17
Jan Rev/AR		6,154	351	26,705
Jan Exps/AP		-1,870	0	-248
Feb Rev/AR		1,405	325	4,428
Feb Exps/AP		-1,364	0	0
Mar Rev/AR		2,059	353	5,000
Mar Exps/AP		-3,113	0	-714
Apr Rev/AR		0	0	0
Apr Exps/AP		0	0	0
May Rev/AR		0	0	0
May Exps/AP		0	0	0
June Rev/AR		0	0	0
June Exps/AP		0	0	0
YTD Rev/AR	182,723.92	33,269.55	2,395.99	147,058.38
YTD Exps/AP	63,902.67	18,174.92	1,314.29	44,413.46
Adjustments	0		0	
YTD FUND BALANCE (AR & AP)	547,522.97	146,236.82	236,100.16	165,185.99

Emily Johnson:
Rollback taxes
\$51,510.09

Emily Johnson:
Dupuy Supplement

Emily Johnson:
Conservation Easement
refund Hall Monohan
Closing Dupuy

Emily Johnson:
VDACS reimbursement
Dupuy Property

Emily Johnson:
Rollback taxes
\$15,793.08

Emily Johnson:
Rollback taxes
\$21,725.81

Emily Johnson:
Rollback taxes \$4,000

Emily Johnson:
\$5,000 PEC contribution

ESTIMATED YTD FUND BALANCE **547,523** **146,237** **236,100.16** **165,186**

FY23 Expenditure Appropriations	Appropriated Balance	
	Appropriated	Actual Expenses
General Expenses	45,000	21,903
E. Dupuy Property	42,000	42,000
Pippy Property	TBD	
	87,000	63,903

Clarke County:
includes expenses not specifically
designated to an easement
(including donation, stewardship and
monthly Hall, Monahan expenses).

Through 4/1/2023
 Conservation Easement Expense Detail - FY23

Donations (128)

Stewardship (210)

Local Funds (000)

Month	Donations (128)	Stewardship (210)	Local Funds (000)
July	0.00	0.00	0.00
August	240.00 Robin Cardillo Services for July 1,000.00 2022 Clarke County Fair Sponsor 300.00 Barns of Rose Hill ESMIT Rental 14.08 Postage for CEA packets	1,259.56 Dorsey Mileage and Intern payment 54.73 Dorsey Mileage	0.00
Sept	1,554.08 825.00 Gloria Marconi Summer Newsletter 1,282.13 Winchester Printers Summer Newsletter 652.26 Winchester Printers Workshop 660.00 Vital Signs Plus-sign	1,314.29	0.00 610.00 Hall Monahan CEA legal services Aug 2022 11.19 Postage 42,000.00 Dupuy Closing Tax Map 24-A-25
Oct	3,419.39 1,440.00 Robin Couch Cardillo Sept/Oct Services 585.00 Maral Kablian Aug/Sept Services 649.24 Winchester Printers BBQ Invite 139.00 CEA Map printing Staples	0.00	42,621.19 21.93 Postage
Nov	2,813.24 750.00 Gloria Marconi New design 8.5x11 1,238.07 Winchester Printers CEA Fall 188.36 Winchester Printers CEA Workshop 960.00 Robin Couch Cardillo CEA Oct 2022	0.00	21.93 745.00 Hall Monahan Legal Services Oct 2022 46.64 Postage through 11/2/22
Dec	3,136.43 200.00 Gloria Marconi EOY CEA letter 704.45 Robin Couch Cardillo November 2022	0.00	791.64 17.28 Postage through 11/9/22
Jan	904.45 970.86 Winchester Printers December 2022 105.30 Locke Store 560.00 Robin Couch Cardillo December 2022 233.56 Envelopes	0.00	17.28 247.50 Hall Monahan Legal Services Nov-Dec 2022
Feb	1,869.72 96.00 Wordpress 994.34 Robin Couch Cardillo January 2023 23.90 Purchase Power 250.00 Vault - Bronze Sponsorship	0.00	247.50
Mar	1,364.24 233.56 Winchester Printers Envelopes 450.00 Gloria Marconi CEA Winter Newsletter 500.00 Myers&Woods Pipoy Property valuation letter fee 640.00 Robin Cardillo CEA services Feb 2023 1,189.81 Winchester Printers CEA Winter Newsletter 100.00 Long Branch CEA Advertising	0.00	0.00 700.00 Hall Monahan Legal Services Jan-Feb 2023 13.92 Postage through 02/14/23
YTD Totals	18,174.92	1,314.29	44,413.46



R O B I N C O U C H C A R D I L L O

April 6, 2023

Clarke County Conservation Easement Authority
Fundraising Report
April 2023 meeting

Donor Statistics

See attached Master Report

- 2023 year-to-date total: \$3,460.00 from 30 donations

Ongoing

-Spring newsletter

-In the works, includes feature with Tupper Dorsey; coverage of PEC visiting Powhatan on county easement tour; a final call for summer interns

- Goes to the county to insert with tax mailings (we're printing 8,000 copies)

-Long Branch Easter egg event

- Conservation Easement Authority banner provided for sponsorship

Fundraising Results: Clarke County Conservation Easement Authority

As of April 6, 2023

	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Amount	\$42,266	\$36,260	\$57,356.00	\$24,778.00	\$26,101.00	\$34,815.28	\$38,230.00	\$36,822.80	\$37,739.00	\$35,967.00	\$3,460.00
# Donations	200	169	158	164	169	169	167	209	206	201	30
YE Donor Appeal	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
YE Donor Appeal Amount	\$15,706	\$17,635	\$47,003	\$15,665	\$7,577	\$16,755	\$16,710	\$16,232	\$16,915	\$17,887	
Donor Respondents	69	51	61	47	48	58	52	73	73	83	
YE Prospect Amount		\$1,650	\$104	\$25	\$325	\$2,200	\$200	\$120	\$350	\$175	
Prospect Respondents		3	2	1	3	4	3	2	1	3	
Winter Newsletter	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Dollar Amount	\$4,805	\$3,335	\$2,700	\$2,228	\$2,815	\$4,920	\$2,668	\$3,105	\$1,710	\$4,371	\$1,875
Respondents	39	26	25	29	39	29	32	43	22	28	16
Spring Newsletter	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Donor: Dollar Amount	\$1,975	\$3,705	\$3,420	\$2,725	\$2,810	\$1,600	\$2,500	\$2,762	\$8,650	\$3,131	
Donor: Respondents	28	26	27	19	23	15	23	18	44	27	
xpayer Spring Newsletter: Dollar Am	\$165	\$1,380	\$100	\$75	\$1,150	\$550	\$2,045	\$615	\$130	\$250	
xpayer Spring Newsletter: Respondent:	4	9	1	3	8	3	6	6	2	4	
Summer Newsletter	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Dollar Amount	\$5,040	\$3,215	\$1,927	\$2,115	\$3,110	\$4,480	\$2,135	\$5,260	\$6,445	\$4,088	
Respondents	22	27	22	28	20	38	23	30	31	22	
(new)									3	1	
Fall Newsletter	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Donor: Dollar Amount	\$2,660	\$2,325	\$1,250	\$600	\$3,870	\$220	\$2,925	\$6,244	\$1,380	\$3,095	
Donor: Respondents	27	14	3	6	11	4	11	16	11	8	
Taxpayer Fall Newsletter: Dollar Amt	\$240	\$760		\$325	\$1,200	\$100	\$100	\$410	\$450		
xpayer Fall Newsletter: Respondent:	5	5		5	4	1	1	5	5		
Over the Transom	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Dollar Amount	10,500	\$1,550	\$257	\$362	\$2,230.00	\$3,970	\$8,665	\$1,980	\$1,709	2,970	1,585
Donor Respondents	2	2	3	12	7	17	10	14	14	25	14
Donor Thank-You Party	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
Dollar Amount	\$1,175	\$705	\$595	\$638	\$710						
Donor Respondents	4	6	14	14	6						
Photo Revenue											
NoteCards											
Gift-in-Kind (admin work donated by Kate Petraech)	\$469										
				\$							
				20							
					\$304						
							282 (6)	94.80 (2)			

MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: April 5, 2023
SUBJECT: Considerations for exceeding impervious surface limits

At the March meeting, staff described two options for objectively evaluating whether or not impervious surface limits should be exceeded: 1) a calculation to allow waivers up to 10% based on NRCS policy and 2) requiring installation of BMP's to offset exceedance of impervious surface limits.

As discussed, the Natural Resource Conservation Service (NRCS), who provides funding for our ALE grants, allows a waiver for their 2% impervious surface limitation on a case by case basis up to 10%. In making the determination they consider population density, ratio of important farmland to impervious surface, impact to water quality, type of agricultural operation, and parcel size. Their worksheet includes a complicated Curve Number (CN) equation that is used to determine the Impact to Water Quality. This is not practical apply as no one currently on staff has the ability to perform the calculation. As a result, members discussed the option of amending the NRCS worksheet to be more practical to apply in Clarke County. A draft revision is attached. The revision looks at distance to perennial streams as a replacement for the CN calculation. The distances included are arbitrary and may need to be revised based on riparian buffer research. The overall concept is to develop a system for objective evaluation when determining if the impervious surface limitations should be exceeded and if so by how much.

The use of Best Management Practices (BMPs) to offset runoff appears to be another reasonable and objective way to allow exceedance. I asked Kerry Hutcherson, former VOF attorney, if he had any experience with an easement holder allowing waivers to exceed the impervious surface limits allowed in a deed of easement. Mr. Hutcherson reminded me that our deed template contains the following verbiage:

“The collective footprint of all buildings and structures on the Property, including paved parking areas but excluding roads, shall not exceed ___% of the total area of the Property, **provided that if Grantor can demonstrate that an increase in the collective footprint would result in increased protection of the conservation values protected herein**, Grantee may approve such increase.”

He stated that VOF has used this language (or some variation of it) for about 10 years, and several other easement holders in Virginia have adopted it, including Clarke County. When considering it, VOF staff struggled with the concept as it seemed unlikely that a landowner would be able to demonstrate that increasing the impervious coverage would actually increase conservation value protection. The one example that many considered more than likely to be applicable would be the scenario where runoff from large livestock feeding, watering, or training arenas could be better managed through BMPs.

Further Mr. Hutcherson states that “If the deed of easement includes some language like what is quoted above then I think you have a mechanism to allow for exceptions to the impervious coverage cap.” He recommends consulting with the County attorney.

Recommendation: Approve use of BMPs to offset increases in impervious surface up to 10% of the total property acreage. Include verbage in the deed of easement to require installation and maintenance of installed BMPs.

Staff recommends tabling approval of the waiver revision until more research can be conducted to determine less arbitrary distances.

**Agricultural Conservation Easement Program
 Agricultural Land Easement
 Worksheet for 2-Percent Impervious Surface Waiver Determination**

Landowner:		
Eligible Entity:		
NEST Agreement #:		
NEST Parcel #:		
Factor	Raw Data	Points
1. Population Density (persons per square mile) (0 points for less than 1,000, 1 point for 1,000-2,000, 2 points for 2,000-3,000, 3 points for 3,000-4,000, 4 points for 4,000-5,000, 5 points for greater than 5,000)	83/square mile	0
2. Percent Prime, Unique, and Important Farmland Soil (0 points for less than 50%, 1 point for 50-60%, 2 points for 60-70%, 3 points for 70-80%, 4 points for 80-90%, 5 points for greater than 90%)		
3. Impact to Water Quality as determined by using distance to perennial streams (0 points for distance <100', 1 point for distance 100-200 feet, 2 points for distance 200-500 feet, 3 points for distance 500-1000 feet, 4 points for distance 1000-1500 feet, 5 points for distance > 2000 feet)		
3. Impact to Water Quality as Determined Using NRCS (SCS) Curve Number Method (0 points for runoff increase of greater than 25% from impervious surface, 1 point for 20-25%, 2 points for 15-20%, 3 points for 10-15%, 4 points for 5-10%, 5 points for less than 5%)	-	-
4. Type of Agricultural Operation (0 points for beef farms and cattle ranches, equine facilities , 1 point for cash grain farms and fruit and vegetable operations without retail outlets, 2 points for dairy farms, 3 points for confined swine and poultry operations, 4 points for fruit and vegetable operations with retail outlets, 5 points for greenhouse operations)		
5. Parcel Size (0 points for greater than 300 acres, 1 point for 250-300 acres, 2 points for 200-250 acres, 3 points for 150-200 acres, 4 points for 100-150 acres, 5 points for less than 100 acres)		
Total Points		

Allowable Impervious Surface Limitation as Determined by Total Points: 10% - 24-25 points; 9% - 22-23 points; 8% - 20-21 points; 7% - 18-20 points; 6% - 16-17 points; 5% - 14-15 points; 4% - 12-13 points; 3% - 10-11 points; 2% - <10 points	
By signing the appropriate reviewer section below, you are certifying that you have completed a thorough review of the submitted documentation and support the determination for a waiver of the 2-percent impervious surface limitation to the allowable limitation amount identified above.	
NRCS State Engineer	
Name:	
Review Date:	
Signature:	
NRCS State Conservationist	
Name:	
Review Date:	
Signature:	

IDEAS

North Carolina

The setbacks in Massachusetts are fixed-width rather than variable-width. Fixed-width setbacks are easier to administer than variable-width, but they may not be sufficiently flexible to protect all sensitive riparian areas. In North Carolina, watershed control programs generally advocate variable-width setbacks around surface water supplies. Beginning with a minimum width of 50 ft, the additional distance is generated by taking slope into account according to Equation 10-1 (a simple calculation if a GIS and digital elevation model are available):

Other watershed programs in North Carolina consider vegetation

National Academies of Sciences, Engineering, and Medicine. 2000. Watershed Management for Potable Water Supply: Assessing the New York City Strategy. Washington, DC: The National Academies Press. <https://doi.org/10.17226/9677>.

<https://nap.nationalacademies.org/read/9677/chapter/12#446>

MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: April 5, 2023
SUBJECT: Landscape Conservation Software

An issue brought to my attention by Mr. Feaga, was the difficulty he had in deciphering my filing system. In discussing this with him recently, he suggested we look at a software program designed specifically to manage files and monitoring for Conservation Easement Programs.

Landscape is a custom tool for managing land conservation data and projects, including offline monitoring, with a connected web and mobile app. It has a desktop platform that allows for uploading descriptions and documentation of all held easements. In addition it has a mobile app for monitoring. This would allow our interns access to maps and forms, get directions to sites, in addition to tracking photo locations.

This software would also provide an easy to use, complete record of the easement files and monitoring records that is easily accessible. Should the company dissolve all data entered can be recovered and files will continue to be maintained onsite in the Planning Department.

Attached is a handout provided by the company. I asked for references and the Virginia Department of Historic Resources, among many others, uses the software for all their easement monitoring.

The cost would be \$2,000 for a 1 year subscription. This would include 2 licenses, uploading our current records, and 2 volunteer licenses for the summer interns. This could be paid for out of the stewardship account.

Recommendation: Approve a 1-year contract for \$2,000 with Landscape Conservation Software to establish an online filing and monitoring site for all county easement and monitoring data. The expense will be paid for from the stewardship funds.



200

LAND CONSERVATION ORGANIZATIONS
RELY ON LANDSCAPE TO
PROTECT AND STEWARD

7 MILLION ACRES

BY TRACKING AND
MONITORING OVER

27,000

CONSERVATION
AGREEMENTS

trustees



LAND CONSERVATION SOFTWARE THAT CAN BE
USED BY ANY ORGANIZATION TO ACCELERATE,
SIMPLIFY, AND INFORM YOUR WORK

TRACK ACQUISITIONS

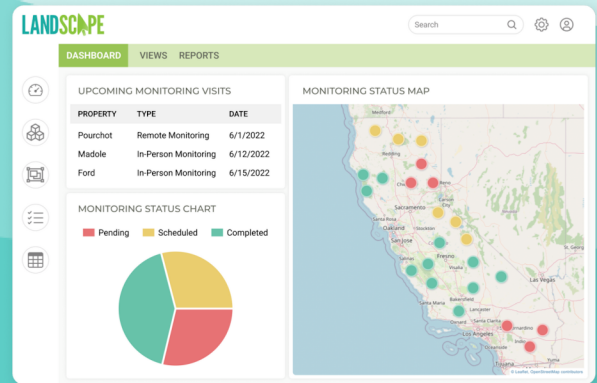
SIMPLY CAPTURE
COMPLEX TRANSACTIONS

MAP ANY RECORD

MONITOR OFFLINE

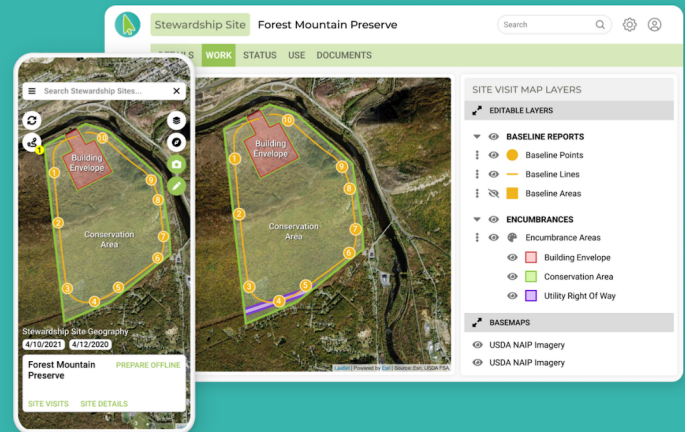
GENERATE CUSTOM
REPORTS

FREE SUPPORT AND A
MASSIVE USER BASE



"Life changing after converting from having
everything in a million places"

Chelsea - California Farmland Trust



MAKING THE SWITCH TO

LANDSCAPE

OPTION 1: HAND ENTER YOUR RECORDS

- Great option for smaller organizations.
- Watch a quick video and you're ready to get started!
- Free support whenever you need it.

"Landscape made it possible for us to make a smooth transition to working from different locations."

Susan - Brandywine Conservancy

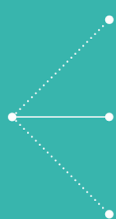
OPTION 2: USE OUR ONBOARDING SERVICE

- For larger organizations where hand entering records is impractical.
- We take your spreadsheets, databases, and shapefiles and import them into Landscape for you.
- You can rely on our conservation data experts to make the process as quick and easy as possible! Contact us to arrange a quote!

"Landscape is a game changer...we have been able to simplify our workflow and dramatically increase our efficiency in the office and in the field."

Eric - County of Chester, PA

INTEGRATIONS



CLOUD STORAGE



CRM



SATELLITE MONITORING



LANDSCAPE MOBILE AVAILABLE ON



Emma Coutts

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540-955-7405 | emmakcouths@gmail.com

EDUCATION

University of Virginia, School of Engineering and Applied Science *Charlottesville, Virginia*

B.S. in Civil Engineering

May 2025

GPA: 3.617

Clarke County High School *Berryville, Virginia*

June 2021

GPA: 4.722

COURSEWORK

Civil Engineering Techniques, Intro to Urban and Environmental Planning, Physics I & II for Engineers and associated labs, Statics

SKILLS

- Proficient in Matlab, Python, Civil 3D
- Excel and Microsoft Office

RELEVANT COURSEWORK

Patent Project *Science, Technology, and Contemporary Issues*

Fall 2021

- Workshopped design suggestions from problems to potential solutions
- Wrote, illustrated, and submitted a mock patent application and cover letter to address issues we saw around the school
- Presented our design and answered questions about the process and design choices

Virginia Earth Systems Science Scholars

Summer 2020

- Excelled in a semester long college course on Earth Systems Science and attended a week long immersion camp in conjunction with NASA Langley to design a hypothetical satellite mission
- Designed a mission to study climate change's effects on ocean life through phytoplankton blooms as seen from satellites
- Collaborated with other teams to cohabitate one satellite for several different mission statements
- Created a detailed report and budget proposal and presented to a panel of NASA scientists
- Fielded questions about materials, tools, budget proposals, and mission statement

Weekly Civil 3D Assignments *Civil Engineering Techniques*

Fall 2022

- Tasks surrounding course objectives to develop proficiency in basic skills including importing data sets, creating and manipulating surfaces, making plan sheets, cut/fill reports, and other skills
- Culminated in a semester project importing a collected data set into a state plane coordinate system and creating a proposed plan set for a design in the surveyed area

American Society of Civil Engineers

Fall 2022 - Present

- Attended twice monthly meetings and heard from several engineering firms
- Attending with aspirations to be in leadership and work with other engineering professionals in coming years

WORK AND VOLUNTEER EXPERIENCE

Cordial Coffee Co.

2019-2020

- Tended to buildups of up to a dozen orders in a moment during peak hours
- Filled various cleaning and upkeep roles and worked with about four team members to ensure good service and clean workspace for customer satisfaction

Berryville Baptist Church

2016-2021

- Organized times and service jobs between youth and leadership
- Worked on repairs and construction on houses in Wheelwright, Kentucky and Puerto Rico
- Volunteered serving hundreds of people a night at food pantries in several states

MEMORANDUM

TO: Conservation Easement Authority
 FROM: Alison Teetor
 DATE: April 6, 2023
 SUBJECT: Bruce and Debbie Anderson – easement donation

Bruce and Deborah Anderson applied to the easement authority for approval of an easement donation in February 2022. The property consists of two parcels, Tax Map# 30-A-74 consists of 30.76 acres with an existing house and a <600 square foot apartment, and Tax Map# 30-A-74A consisting of 2.0 acres with 1 DUR.

Current structure footprints total 9,172 square feet, with 23,360 square feet of paved parking and an additional 9,711 square feet for the driveway that is approximately 1,082 feet long (686 feet + 396 feet on the two different sections). This is about 9 feet wide. In total this adds up to 42,243 square feet of current impervious surface.

The current permitted impervious surface using the recently adopted policy is 2% for a 32.7 acre property. The following table details the amounts and types of all impervious surface on the Anderson’s property. The total includes the Anderson’s desire to add an indoor riding arena and an addition to the existing house.

Name	acres of property	sq. ft. limit	% limit	existing sq. ft. structures	existing sq. ft. driveway	existing sq. ft. parking	Current sq ft impervious	proposed sq. ft (new)	total sq ft
Anderson	32.7	28,488	2%	9,172	9,711	23,360	42,243		
sq. ft.	1,424,412	42,732	3%						
			4.46%					20,400	62,643

Throughout the policy document, members emphasized the desire to have a flexible policy that allows for evaluation on a case-by-case basis.

As discussed previously, the Natural Resource Conservation Service (NRCS), who provides funding for our ALE grants, allows a waiver for their 2% impervious surface limitation on a case by case basis up to 10% based on a calculation. Mr. Feaga ran the NRCS calculation on the Anderson's property before he left and based on the calculation, they would not be permitted the covered arena. As presented the proposed draft revision, using distance to perennial stream, they would be allowed up to 3% impervious surface, which would still limit the additional impervious surface.

A second option is to use Best Management Practices (BMPs) to offset runoff. A meeting was held on the Anderson's property at the arena site with myself, the Andersons and Shannon Gaffey, Conservation Specialist for Lord Fairfax SWCD on March 15th. Ms. Gaffey reviewed the site and determined that an infiltration trench would be the best practice for eliminating stormwater runoff from this site (attached). She stated the District will require a signed landowner application, an approved conservation plan including a copy of a map showing field and BMP location and exact acreage, engineering documents (if required for the BMP), and bills for all eligible practice components to determine total installation cost. Authorizing personnel will examine supporting data to determine eligible components and proper rates.

When considering approval of this application there are two main issues:

1) Impervious surface limitation: An increase in impervious surface area leads to an increase in stormwater runoff which is why there are limitations. However at this location, according to LFSWCD staff, the installation of BMPs can effectively eliminate the runoff and could be considered an increase in protection of the conservation values.

As stated in the memo describing impervious surface waivers, the current deed template contains the following provision: "The collective footprint of all buildings and structures on the Property, including paved parking areas but excluding roads, shall not exceed ___% of the total area of the Property, **provided that if Grantor can demonstrate that an increase in the collective footprint would result in increased protection of the conservation values protected herein,** Grantee may approve exceptions to the impervious surface cap."

2) Aesthetics: This property is located on the corner of two scenic byways. The riding arena is located on a hill above Millwood Road rendering it visible from the byway in winter when leaves are off. A cover over the existing arena will be more visible. This can be offset through the deed of easement based on restrictions on materials and colors.

Recommendation: Approve the easement donation of Bruce and Debbie Anderson provided that the increased impervious surface created by a future cover over the existing riding arena is offset by the installation of BMPs as approved by the Lord Fairfax Soil and Water Conservation Service.

Infiltration

Infiltration practices will be reimbursed at 80% of total costs with a maximum payment of \$30,000.00. When pre-treatment is required, the pre-treatment costs are included in the cost of the practice.



Infiltration is a practice that captures, temporarily stores, and infiltrates the water quality volume over several days. The underdrain consists of a perforated pipe in a gravel layer installed along the bottom. Examples include gravel trenches or sodded area over an underground gravel bed or storage chambers with or without an underdrain. Infiltration practices typically treat larger drainage areas such as parking lots, multiple lots and/or commercial rooftops. Infiltration should be located in common area or within drainage easements, to treat a combination of roadway and lot runoff. Infiltration used on individual residential lots is commonly referred to as a [Dry Well](#).

**Agricultural Conservation Easement Program
 Agricultural Land Easement
 Worksheet for 2-Percent Impervious Surface Waiver Determination**

Landowner:		
Eligible Entity:		
NEST Agreement #:		
NEST Parcel #:		
Factor	Raw Data	Points
1. Population Density (persons per square mile) (0 points for less than 1,000, 1 point for 1,000-2,000, 2 points for 2,000-3,000, 3 points for 3,000-4,000, 4 points for 4,000-5,000, 5 points for greater than 5,000)	83/square mile	0
2. Percent Prime, Unique, and Important Farmland Soil (0 points for less than 50%, 1 point for 50-60%, 2 points for 60-70%, 3 points for 70-80%, 4 points for 80-90%, 5 points for greater than 90%)		0
3. Impact to Water Quality as determined by using distance to perennial streams (0 points for distance <100', 1 point for distance 100-200 feet, 2 points for distance 200-500 feet, 3 points for distance 500-1000 feet, 4 points for distance 1000-1500 feet, 5 points for distance > 2000 feet)		5
3. Impact to Water Quality as Determined Using NRCS (SCS) Curve Number Method (0 points for runoff increase of greater than 25% from impervious surface, 1 point for 20-25%, 2 points for 15-20%, 3 points for 10-15%, 4 points for 5-10%, 5 points for less than 5%)	-	-
4. Type of Agricultural Operation (0 points for beef farms and cattle ranches, equine facilities , 1 point for cash grain farms and fruit and vegetable operations without retail outlets, 2 points for dairy farms, 3 points for confined swine and poultry operations, 4 points for fruit and vegetable operations with retail outlets, 5 points for greenhouse operations)		0
5. Parcel Size (0 points for greater than 300 acres, 1 point for 250-300 acres, 2 points for 200-250 acres, 3 points for 150-200 acres, 4 points for 100-150 acres, 5 points for less than 100 acres)		5
Total Points		

Allowable Impervious Surface Limitation as Determined by Total Points: 10% - 24-25 points; 9% - 22-23 points; 8% - 20-21 points; 7% - 18-20 points; 6% - 16-17 points; 5% - 14-15 points; 4% - 12-13 points; 3% - 10-11 points; 2% - <10 points	10 = 3%
By signing the appropriate reviewer section below, you are certifying that you have completed a thorough review of the submitted documentation and support the determination for a waiver of the 2-percent impervious surface limitation to the allowable limitation amount identified above.	
NRCS State Engineer	
Name:	
Review Date:	
Signature:	
NRCS State Conservationist	
Name:	
Review Date:	
Signature:	

IDEAS

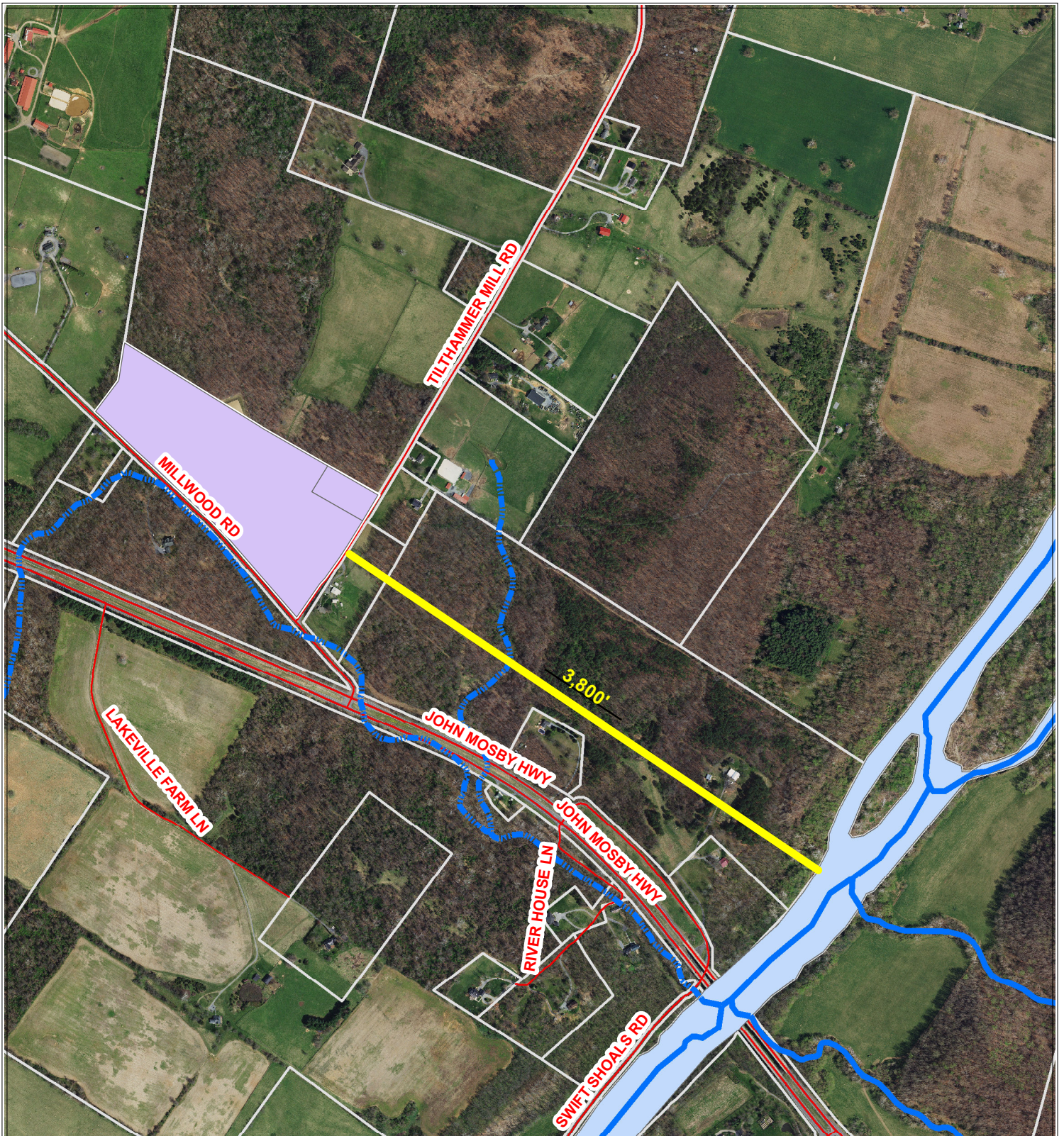
North Carolina

The setbacks in Massachusetts are fixed-width rather than variable-width. Fixed-width setbacks are easier to administer than variable-width, but they may not be sufficiently flexible to protect all sensitive riparian areas. In North Carolina, watershed control programs generally advocate variable-width setbacks around surface water supplies. Beginning with a minimum width of 50 ft, the additional distance is generated by taking slope into account according to Equation 10-1 (a simple calculation if a GIS and digital elevation model are available):

Other watershed programs in North Carolina consider vegetation

National Academies of Sciences, Engineering, and Medicine. 2000. Watershed Management for Potable Water Supply: Assessing the New York City Strategy. Washington, DC: The National Academies Press. <https://doi.org/10.17226/9677>.

<https://nap.nationalacademies.org/read/9677/chapter/12#446>



Anderson
Distance to perennial stream



Date: 4/6/2023
Clarke County GIS



- Anderson Property Boundary
- rivers
- Roads_Aug_2022