

Approved Minutes
Conservation Easement Authority
2009

CLARKE COUNTY
Conservation Easement Authority
Minutes – 21 January 2009

A regular meeting of the Conservation Easement Authority was held at 4:00 pm on Wednesday, 21 January 2009, in the Board of Supervisors meeting room, Clarke County Circuit Courthouse.

Present: W. Mackay-Smith, M. Hobert, G. Ohrstrom, P. McKelvy, J. Radford, J. Bieschke

Absent: R. Buckley

Staff: A. Teetor

Call to Order Alison Teetor, Clerk to the Easement Authority, called the meeting to order at 4:00 p.m.

Election of Chairman, Vice Chairman, and Treasurer

Ms. Teetor asked for nominations of Chairman to the Authority. Mr. Ohrstrom nominated Wingate Mackay-Smith for the position of Chairman for 2009. Ms. McKelvy seconded. Mr. Hobert requested the nominations be closed. The Authority voted unanimously to elect Wingate Mackay-Smith as Chairman of the Authority for 2009.

Ms. Teetor asked for nominations of Vice Chairman to the Authority. Ms. McKelvy nominated Mr. Bieschke for the position of Vice Chairman of the Authority for 2009. Ms. Radford seconded. Mr. Hobert requested that the nominations be closed. The Authority voted unanimously to elect Mr. Bieschke as Vice Chairman of the Authority for 2009.

Ms. Teetor asked for nominations of Secretary/Treasurer to the Authority. Mr. Ohrstrom nominated Ms. McKelvy for the position of Secretary/Treasurer for the Authority for 2009. Ms. Radford seconded. Ms. Mackay-Smith requested that the nominations be closed. The Authority voted unanimously to elect Ms. McKelvy as Secretary/Treasurer of the Authority for 2009.

Agenda On motion of Ms. McKelvy, seconded by Mr. Bieschke, the Authority unanimously approved the agenda with the amendment to add a closed session for the discussion of easement purchases.

Minutes On motion of Ms. McKelvy, seconded by Ms. Radford, the Authority unanimously voted to approve the minutes.

Bank Account Ms. Teetor reported the monthly bank statement for the Bank of Clarke County showed a balance of \$8,784.73 as of 31 December 2008. The Local Government Investment Pool (LGIP) account balance was \$12,200.63 as of 31 December 2008. Authority members approved payments of \$3,750 to Wesley Woods for the Monastery appraisal and payment of \$1,430.59 to Kate Petranec for the year-end appeal mailing.

Easement Purchase

On motion of Mr. Bieschke, 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 Ms. McKelvy, seconded by Ms. Mackay-Smith, the Authority unanimously approved reconvening in Open Session. Ms. McKelvy moved, seconded by Ms. Mackay-Smith, to certify that to the best of the member's knowledge:

- (xix) 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
- (xx) 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:
Chair Mackay-Smith Aye Mr. Hobert Absent Ms. Radford Aye

Mr. Bieschke
Mr. Ohrstrom

Aye
Aye

Ms. McKelvy Aye

Mr. Buckley Absent

Mr. Ohrstrom left the meeting at 5:00pm.

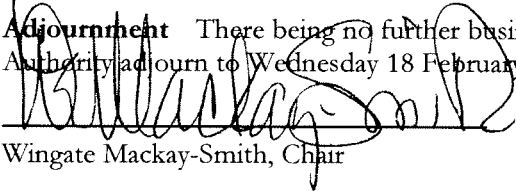
Report on status of the Campaign for the Authority

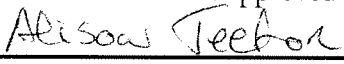
Ms. Petranec was not present for the meeting but provided a written report summarizing the donations received to date, an update on the Winter newsletter progress and the Easement Authority Lecture.

Discussion items

- Transfer Fees
Members discussed the draft letters for distribution to existing easement donors encouraging amendments of deeds to allow for transfer fees. After discussion staff was directed to have Mr. Mitchell review the proposed deed amendment language.
- VOF Cooperative Agreement
Mr. Mitchell reviewed and commented on the proposed agreement with VOF. Members agreed to allow signature by the chair and submittal to VOF for final approval.
- Other
Mr. Bieschke reported that the grant request for Save Americas Treasures was not approved for the restoration of Greenway Court. He stated that the local chapter of APVA has made the project its top priority for fundraising.

Adjournment There being no further business, Mr. Bieschke moved and Ms. McKelvy seconded that the Authority adjourn to Wednesday 18 February 2009 at 4:00 pm. The motion was approved unanimously.


Wingate Mackay-Smith, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 18 February 2009

A regular meeting of the Conservation Easement Authority was held at 4:00 pm on Wednesday, 18 February 2009, in the Board of Supervisors meeting room, Clarke County Circuit Courthouse.

Present: W. Mackay-Smith, M. Hobert, G. Ohrstrom, P. McKelvy, J. Radford, J. Bieschke, R. Buckley

Absent: No one

Staff: A. Teetor

Call to Order Ms. Mackay-Smith called the meeting to order at 4:00 p.m.

Agenda On motion of Ms. McKelvy, seconded by Mr. Bieschke, the Authority unanimously approved the agenda.

Minutes On motion of Mr. Bieschke, seconded by Mr. Ohrstrom, the Authority unanimously voted to approve the minutes. Mr. Buckley abstained.

Bank Account Ms. Teetor reported the monthly bank statement for the Bank of Clarke County showed a balance of \$6,194.14 as of 31 January 2009. The Local Government Investment Pool (LGIP) account balance was \$12,214.79 as of 31 January 2009. Authority members approved payments of \$500 to Wesley Woods for the Monastery appraisal revision, payment of \$1,890 to Kate Petranech for her quarterly fee, and payment to Stuart Dunn of \$5,000 for the Monastery survey.

Report on status of the Campaign for the Authority

Ms. Petranech provided a summary of the 2007 2008 fundraising efforts. Her report is included in the packet. She suggested that the group meet at a separate time to discuss fundraising goals for the coming year and strategies such as targeting significant donors. In addition, Ms. Petranech suggested that members begin thinking about the fall program content. This will be discussed in more detail at the next meeting.

Easement Purchase

On motion of Ms. McKelvy, 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. Bieschke, seconded by Ms. McKelvy, the Authority unanimously approved reconvening in Open Session. Ms. McKelvy moved, seconded by Ms. Mackay-Smith, to certify that to the best of the member's knowledge:

(xvii) only public business matters lawfully exempted from Open Meeting requirements under Chapter 2.2-3700, et seq., 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

(xviii) 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:

Chair Mackay-Smith	Aye	Mr. Hobert	Aye	Ms. Radford	Aye
Mr. Bieschke	Aye	Ms. McKelvy	Aye	Mr. Buckley	Aye
Mr. Ohrstrom	Aye				

Final Approval Easement Purchase

Nelson & Winston Sipe – On motion by Mr. Ohrstrom, seconded by Mr. Bieschke members voted to approve the purchase.

Discussion items

▪ **Budget**

Staff provided members with an updated budget for the current and next fiscal year. Ms. Teetor explained that due to an influx of Federal and State grant monies, the local share for purchases can be reduced. In addition, members discussed the fact that funds from the Bank of Clarke County account have been used to pay for surveys, appraisals and legal fees associated with

easement purchases. As the agencies providing grant funds generally include these expenses as reimbursable, the Authority directed staff to tabulate the total expenses associated with these costs for the past few years and request reimbursement from the County account.

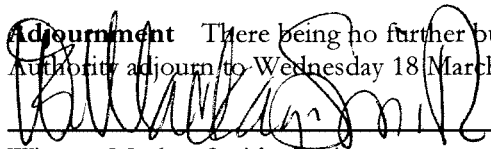
▪ Greenway Court

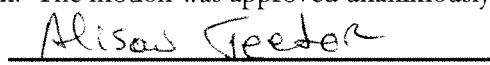
Mr. Bieschke reported on the latest work of the local chapter of APVA with regard to Greenway Court. The major issue is to generate funds that can be used to match the Department of Historic Resources grant prior to the June 30th deadline. The funds would be used to stabilize the historic buildings on the property. Members discussed in detail the role of the Authority in the preservation activities. At the conclusion of the discussion, members directed staff to provide up to \$10,000 in funds to the APVA to match the State grant. The amount of funding is contingent on the amount of funds the Authority can receive from the County account as described above.

▪ Easement Purchase Solicitation

Each year at about this time, the Authority solicits residents for easement purchase applications. Staff was directed to prepare a newspaper ad and letter to be mailed to property owners requesting applications.

Adjournment There being no further business, Mr. Bieschke moved and Ms. McKelvy seconded that the Authority adjourn to Wednesday 18 March 2009 at 4:00 pm. The motion was approved unanimously.


Wingate Mackay-Smith, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 18 March 2009

A regular meeting of the Conservation Easement Authority was held at 4:00 pm on Wednesday, 18 March 2009, in the Board of Supervisors meeting room, Clarke County Circuit Courthouse.

Present: W. Mackay-Smith, M. Hobert, G. Ohrstrom, P. McKelvy, J. Radford, J. Bieschke, R. Buckley
Absent: No one
Staff: A. Teetor
Call to Order Ms. Mackay-Smith called the meeting to order at 4:00 p.m.
Agenda On motion of Mr. Ohrstrom, seconded by Mr. Bieschke, the Authority unanimously approved the agenda.
Minutes On motion of Ms. Radford, seconded by Mr. Bieschke, the Authority unanimously voted to approve the minutes.

Bank Account Ms. Teetor reported the monthly bank statement for the Bank of Clarke County showed a balance of \$5,549.14 as of 28 February 2009. The Local Government Investment Pool (LGIP) account balance was \$12,2225.49 as of 27 February 2009. An additional deposit of \$38,220.90 was made to the Bank of Clarke County account. This check was for reimbursement of Authority expenditures relating to easement purchases. Ms. Teetor recommended transferring \$20,000 from the Bank of Clarke to the LGIP account in order to generate additional interest payments. Authority members approved payment of \$861.80 to Kate Petranec for the publication and mailing of the winter newsletter and reprinting of stationary for the Authority.

Report on status of the Campaign for the Authority

Ms. Petranec stated that the winter newsletter was mailed to 351 donors. Each letter cost \$1.24 to produce and mail. Additional discussion centered on what should be included in future newsletters. The discussion was prompted by a request to include notification of a presentation at Blandy by the Equine Land Conservation Fund. Members agreed that it would be difficult to decide which organizations to include and that posting all requested announcements could become overwhelming within the limited space of the newsletter.

Ms. Petranec also would like to host a dinner at her house to discuss next year's priorities and plan of action. The group decided that Thursday April 9th would work with the meeting to be held at 4:00 pm with dinner to follow.

Easement Donation

- a) Kitchens – still waiting on Joan Fine for Deed review
- b) Hoffman – two persons interested in purchasing part of the Hoffman property off of Triple J Road requested staff to poll the Authority as to the acceptance of an easement donation. The parcel is just over 100 acres with 2 DURs. The individuals wish to purchase the property and divide it into 2 50-acre tracts. Another option was to purchase an additional DUR from an adjacent property and retire one DUR as part of the easement donation. Members agreed that retiring the DUR would be preferable. They also encouraged staff to contact Mr. Hoffman directly to determine if he would be interested in placing additional parcels in easement.

Discussion items

- Easement Purchase Solicitation

Members discussed a strategy for this year's easement purchase solicitation. Staff was directed to prepare a letter to be mailed to all property owners with parcels larger than 40 acres with a DUR remaining, request local newspapers to write a story on the solicitation effort, and write an

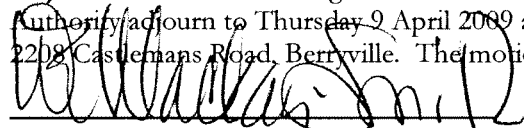
article for the spring newsletter that will be mailed to all property owners in the tax bills. In addition, Ms. Petranech suggested that separate letters could be mailed to property owners in priority areas such as the groundwater recharge area and along the Shenandoah River.

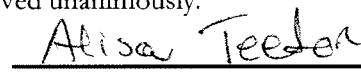
Mr. Hobert left at 5:00pm.

▪ Other

Staff informed the Authority that two easement properties had been sold; one of the Dimmel tracts off of Swimley Road and one of the Dimmel tracts off Route 50. Staff has contacted both new owners by letter to insure they understand the parcels are held in easement.

Adjournment There being no further business, Mr. Bieschke moved and Ms. McKelvy seconded that the Authority adjourn to Thursday 9 April 2009 at 4:00 pm., the meeting is to be held at Kate Petranech's house, 2208 Castleman's Road, Berryville. The motion was approved unanimously.


Wingate Mackay-Smith, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 20 May 2009

A regular meeting of the Conservation Easement Authority was held at 4:00 pm on Wednesday, 20 May 2009, in the A/B Conference Room, 2nd Floor Government Center.

Present: W. Mackay-Smith, M. Hobert, P. McKelvy, R. Buckley

Absent: G. Ohrstrom, J. Bieschke, J. Radford

Staff: A. Teetor

Call to Order Ms. Mackay-Smith called the meeting to order at 4:00 p.m.

Agenda On motion of Ms. McKelvy, seconded by Mr. Buckley, the Authority unanimously approved the agenda.

Minutes On motion of Ms. McKelvy, seconded by Mr. Buckley, the Authority unanimously voted to approve the minutes.

Bank Account Ms. Teetor reported the monthly bank statement for the Bank of Clarke County showed a balance of \$10,148.24 as of 30 April 2009. The Local Government Investment Pool (LGIP) account balance was \$32,256.25 as of 30 April February 2009. On motion of Mr. Buckley, seconded by Ms. McKelvy, the Authority unanimously voted to approve payment of \$250 to Wesley Woods for an update to the Monastery appraisal, \$300 to Jack Conner for an appraisal update for Thomas Russell, and \$1,563.30 to Kate Petranech for supplies and the 2009 spring newsletter publication.

Report on status of the Campaign for the Authority

Ms. Petranech did not attend the meeting but submitted a summary report of the April 9th meeting. Members discussed options for establishing an online credit card donation. Staff was directed to discuss with the Treasurer how the online tax payments were developed. In addition, staff was asked to prioritize the ideas identified in Ms. Petranech's report for the next meeting.

The Authority then discussed additional fundraising opportunities. Specifically Mr. Hobert suggested that Eugene Smith, of Winchester, might be willing to donate prints that could be sold in the proposed renovation of the Firehouse on Main Street.

A final item was discussion of the renewal of Ms. Petranech's annual contract. On motion of Ms. McKelvy, seconded by Mr. Buckley, the Authority unanimously voted to approve the renewal and payment of \$1,890 for the first quarter.

Easement Donation

Kitchens – ready for signature

Discussion items

a. Budget

Ms. Teetor had not had adequate time to summarize the budget and asked that this item be postponed to the next meeting.

b. Revised Steps to Easement Recordation

The revision was discussed and members agreed to postpone action to allow for further review.

c. Update HPC/CEA cooperation on oversight of Historic Structures

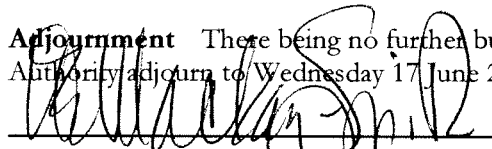
Ms. Teetor reported that Mr. Johnston had met with Bob Mitchell to discuss how best to administer protection of historic resources on County eased properties. Details are still being worked out and a recommendation will be provided in the near future.

Report on Applications for Easement Purchase

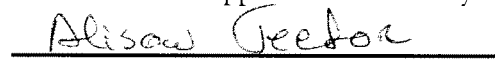
On motion of Ms. McKelvy, the Authority unanimously approved going into Closed Session pursuant to Section 2.2-3711-A3 of the Code of Virginia, as amended, to discuss the Acquisition or Sale of Property. On motion of Mr. Buckley, seconded by Ms. McKelvy, the Authority unanimously approved reconvening in Open Session. Ms. McKelvy moved, seconded by Ms. Mackay-Smith, to certify that to the best of the member's knowledge:

- (xv) 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
- (xvi) 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:
Chair Mackay-Smith Aye Mr. Hobert Absent Ms. Radford Absent
Mr. Bieschke Absent Ms. McKelvy Aye Mr. Buckley Aye
Mr. Ohrstrom Absent

Adjournment There being no further business, Mr. Buckley moved and Ms. McKelvy seconded that the Authority adjourn to Wednesday 17 June 2009 at 4:00 pm. The motion was approved unanimously.



Wingate Mackay-Smith, Chair



Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 17 June 2009

A regular meeting of the Conservation Easement Authority was held at 4:00 pm on Wednesday, 17 June 2009, in the A/B Conference Room, 2nd Floor Government Center.

Present: W. Mackay-Smith, M. Hobert, P. McKelvy, R. Buckley, G. Ohrstrom, J. Bieschke, J. Radford

Absent: No one

Staff: A. Teetor

Call to Order Ms. Mackay-Smith called the meeting to order at 4:00 p.m.

Agenda On motion of Mr. Ohrstrom, seconded by Mr. Bieschke, the Authority unanimously approved the agenda, amended to include discussion of the Hayes/McDonald Boundary Line Adjustment.

Minutes On motion of Ms. McKelvy, seconded by Mr. Buckley, the Authority unanimously voted to approve the minutes.

Bank Account Ms. Teetor reported the monthly bank statement for the Bank of Clarke County showed a balance of \$13,433.24 as of 31 May 2009. The Local Government Investment Pool (LGIP) account balance was \$32,275.18 as of 29 May 2009. On motion of Mr. Ohrstrom, seconded by Ms. Radford, the Authority unanimously voted to approve payment of \$3,000 to Wesley Woods for the RSP Enterprises (Pritchard) appraisal. On motion of Ms. Radford, seconded by Ms. McKelvy, the Authority unanimously voted to approve payment of \$6,000 to Stuart Dunn for the Koon Survey. On motion of Ms. Radford, seconded by Mr. Bieschke, the Authority unanimously voted to approve payment of \$391.39 to Kate Petranech for the 2009 donor reception invitations. Regarding the payments for the title search and insurance, members were concerned that the charge for the title work was excessive. Mr. Hobert requested copies of the reports for review. On motion of Mr. Bieschke, seconded by Mr. Ohrstrom, the Authority unanimously voted to approve payments of \$2,787.80 for the Monastery title search and insurance, and \$2,606.60 for the Koon title search and insurance, on condition that Mr. Hobert review and approve the documents.

Due to the large number of bills, Ms. Teetor suggested that \$2,000 be transferred from the LGIP account to the Bank of Clarke to cover the current checks. On motion of Mr. Bieschke, seconded by Mr. Ohrstrom, the Authority unanimously voted to approve the transfer.

Finally, Ms. Teetor reported that Pru Anderson, volunteer, was almost out of signs and that more should be ordered. On motion of Ms. McKelvy, seconded by Ms. Radford, the Authority unanimously voted to approve reordering additional signs. Mr. Ohrstrom generously agreed to donate funds to cover the cost.

Report on status of the Campaign for the Authority

Ms. Petranech reported on the response to date from the Spring Newsletter. Her report is attached. She also discussed the upcoming donor reception. All is on track for the reception, approximately 50 people are expected. Ms. Petranech also reported that she attended the lecture of Georgiana McCabe of the Equine Land Conservation Resource organization. The ELCR is a group dedicated to conserving land for equestrian activities.

Easement Donation

Kitchens – recorded 6/15/09

McDonald/Hayes Boundary Line Adjustment (BLA) – Ms. Teetor presented a proposal to transfer 20 acres from the VOF Hayes parcel to the CEA McDonald parcel in White Post. She distributed a draft deed of BLA and stated that it had been forwarded to Bob Mitchell for review. On motion of Mr. Ohrstrom, seconded by Ms. Radford, the Authority unanimously voted to approve the BLA on condition that the deed meets with Mr. Mitchell's approval.

New Applications

Nicholas - The parcel is 40 acres and located on the northeast corner of Ginns Road approximately ½ mile south of the intersection of Ginns Road and Old Winchester Road. In reviewing the parcel, three of 4 criteria have been met. The Property Resource Score is 54.68, the parcel is adjacent to an existing easement, and is 40 acres in size, the owner does not wish to retire the one remaining DUR.

The property is adjacent to land held in VOF easement on two sides. The property is in landuse, and is primarily open pasture. It is completely within the groundwater recharge area. There is a lien on the property. On motion of Mr. Hobert, seconded by Mr. Ohrstrom, the Authority unanimously voted to preliminarily approve the donation. A site visit was scheduled for Wednesday June 24th at 4:00pm.

Edwards - The parcel is 20 acres and located on the north side of Nelson Road approximately 3/10's of a mile north of the intersection with Berrys Ferry Road. In reviewing the parcel, three of 4 criteria have been met. The Property Resource Score is 47.78, the parcel is adjacent to an existing easement, the owner would like to retire the one remaining DUR, the parcel is not larger than 40 acres in size.

The property is adjacent to land held in VOF easement on two sides. The property is in landuse, and is primarily open pasture. It shares 1,700 feet of property boundary with Blandy Farm. Nelson Road is a scenic byway and the parcel has approximately 1/10th of a mile frontage on the Road. It is also within the Greenway Historic District. There is no lien on the property. On motion of Mr. Buckley, seconded by Mr. Bieschke, the Authority unanimously voted to preliminarily approve the donation. A site visit was scheduled for Wednesday June 24th at 4:00pm.

Mr. Hobert left at 5:00pm.

Easement Purchase

On motion of Ms. McKelvy, 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. Bieschke, seconded by Ms. McKelvy, the Authority unanimously approved reconvening in Open Session. Ms. McKelvy moved, seconded by Ms. Mackay-Smith, to certify that to the best of the member's knowledge:

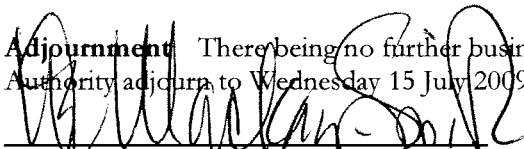
- (xiii) only public business matters lawfully exempted from Open Meeting requirements under Chapter 2.2-3700, et sec., of the Code of Virginia, as amended, pursuant to Section 2.2-3711-A3 of the Code of Virginia, as amended, to discuss the Acquisition or Sale of Property, and
- (xiv) only such public 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:


Chair Mackay-Smith	Aye	Mr. Hobert	Absent	Ms. Radford	Aye
Mr. Bieschke	Aye	Ms. McKelvy	Aye	Mr. Buckley	Aye
Mr. Ohrstrom	Aye				

Discussion items

Due to the late hour members agreed to postpone review of the discussion items until the July meeting.

Adjournment There being no further business, Mr. Bieschke moved and Ms. McKelvy seconded that the Authority adjourn to Wednesday 15 July 2009 at 4:00 pm. The motion was approved unanimously.


Wingate Mackay-Smith, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 15 July 2009

A regular meeting of the Conservation Easement Authority was held at 4:00 pm on Wednesday, 15 July 2009, in the A/B Conference Room, 2nd Floor Government Center.

Present: M. Hobert, P. McKelvy, G. Ohrstrom, J. Radford, J. Bieschke arrived 4:15pm
Absent: W. Mackay-Smith, R. Buckley
Staff: A. Teetor
Call to Order Ms. McKelvy called the meeting to order at 4:00 p.m.
Agenda On motion of Ms. Radford, seconded by Mr. Ohrstrom, the Authority unanimously approved the agenda.
Minutes On motion of Ms. McKelvy, seconded by Ms. Radford, the Authority unanimously voted to approve the minutes.

Bank Account Ms. Teetor reported the monthly bank statement for the Bank of Clarke County showed a balance of \$6,013.55 as of 30 June 2009. The Local Government Investment Pool (LGIP) account balance was \$32,290.00 as of 30 June 2009. On motion of Mr. Ohrstrom, seconded by Ms. Radford, the Authority unanimously voted to approve payment of \$907.28 to Never Enough at Locke Store for catering the donor reception. The Authority members expressed thanks to Ms. McKelvy for donating funds to help cover the cost of the reception.

Report on status of the Campaign for the Authority

Ms. Petranech provided a status report detailing the response to date from the Spring Newsletter, a wrap-up of the donor reception, request for ideas for the fall newsletter, and a discussion of a proposed photo contest. Her report is attached.

Easement Donation

New Applications

Battletown Hunt Club - Brad Frazier, agent, has applied to the Easement Authority for approval of an easement donation. The parcel consists of 20 acres located on the east side of River Road (Route 606) at 3161 River Road approximately 3.1 miles south of the intersection of River Road and Route 7. The Club would like to retire the one remaining DUR. Members discussed the application and questioned whether the use as a hunt club constituted a commercial use. Staff was directed to contact Bob Mitchell to get his opinion as to whether the use is consistent with our Deed template. In addition, members asked staff to contact VOF to determine if they had experience with such groups. Staff will also provide a copy of the approval for the Special Use Permit. The Authority postponed preliminary approval until the next meeting but agreed to visit the site. Staff will set up the visit prior to the next meeting.

Squier - Prudy Squier has requested the Easement Authority to consider acceptance of her property for easement donation. The parcel is 78.1 acres and located on the north side of Route 50 and accesses off of Millwood Rd. (Route 723) in Millwood. In reviewing the parcel, three of 4 criteria have been met. The Property Resource Score is 61.3, the owner would like to retire two of the three remaining DURs, it is larger than 40 acres, the parcel is not adjacent to an existing easement but Thomas Dunning has a parcel in VOF easement across Route 50. The owner would retain the existing house and one DUR and would like to have one subdivision. The property is in landuse, and is has forest and pastureland. The existing house was built in 1915. It is within the Greenway Historic District and the house is a contributing structure. There are several outbuildings, a pool, mother-in-laws cottage, tennis courts, and stable. Spout Run runs through the north end of the property for about 600'. The parcel fronts on Route 50 for 1/10 mile. There is no lien on the property. Ms. Squier had requested the ability to have

one subdivision but did not specify the size lot she was considering. Members asked staff to determine if she would either accept no subdivision or if she insisted on subdividing, what size lot she would accept. On motion of Mr. Ohrstrom, seconded by Ms. McKelvy, the Authority voted to preliminarily approve the donation, Mr. Hobert abstained. A site visit will be scheduled prior to the next meeting.

Preliminarily Approved

Nicholas - Staff mailed the draft Deed to Ms. Nicholas and has received no response.

Edwards - Staff mailed the draft Deed to Mr. Edwards and has received no response.

In reviewing the draft Deeds for the above applications, members questioned whether reference to the 600 sq. ft. dwellings should be included in the Deeds, building and structures section.

Easement Purchase

On motion of Mr. Hobert, 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. Hobert, seconded by Ms. Radford, the Authority unanimously approved reconvening in Open Session. Ms. Radford moved, seconded by Mr. Ohrstrom, to certify that to the best of the member's knowledge:

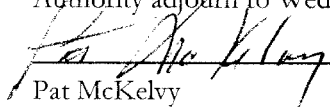
- (xi) only public business matters lawfully exempted from Open Meeting requirements under Chapter 2.2-3700, et sec., of the Code of Virginia, as amended, pursuant to Section 2.2-3711-A3 of the Code of Virginia, as amended, to discuss the Acquisition or Sale of Property, and
- (xii) only such public 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:

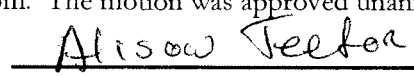
Chair Mackay-Smith	Absent	Mr. Hobert	Aye	Ms. Radford	Aye
Mr. Bieschke	Aye	Ms. McKelvy	Aye	Mr. Buckley	Absent
Mr. Ohrstrom	Aye				

Discussion items

Final Approval Revised Steps to Recordation – On motion of Mr. Ohrstrom, seconded by Ms. McKelvy, the Authority unanimously approved the Revised Steps to Easement Purchase Recordation.

Adjournment There being no further business, Mr. Ohrstrom moved and Ms. McKelvy seconded that the Authority adjourn to Wednesday 19 August 2009 at 4:00 pm. The motion was approved unanimously.


Pat McKelvy


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 19 August 2009

A regular meeting of the Conservation Easement Authority was held at 4:00 pm on Wednesday, 19 August 2009, in the A/B Conference Room, 2nd Floor Government Center.

Present: W. Mackay-Smith, G. Ohrstrom, J. Bieschke, R. Buckley, M. Hobert arrived 4:10pm

Absent: J. Radford, P. McKelvy

Staff: A. Teetor

Call to Order Ms. MacKay-Smith called the meeting to order at 4:00 p.m.

Agenda On motion of Mr. Buckley, seconded by Mr. Bieschke, the Authority unanimously approved the agenda.

Minutes On motion of Mr. Ohrstrom, seconded by Mr. Bieschke, the Authority unanimously voted to approve the minutes.

Bank Account Ms. Teetor reported the monthly bank statement for the Bank of Clarke County showed a balance of \$5,856.27 as of 31 July 2009. The Local Government Investment Pool (LGIP) account balance was \$32,302.56 as of 31 July 2009. On motion of Mr. Bieschke, seconded by Mr. Buckley, the Authority unanimously voted to approve payments of \$1,890 to Kate Petranech for the quarterly payment, and \$709.44 to Kate Petranech for the cost associated with the summer newsletter.

Report on status of the Campaign for the Authority

Ms. Petranech was not present but provided a status report detailing the status of the summer newsletter, update to the County web site with regards to pictures from the Donor Reception, the status of the credit card online donation process, and response to date from donation requests. Her report is attached.

Discussion items

- e. DUR purchase – members continued discussion on a new policy for easement purchases. Mr. Hobert asked staff to provide background on the reasons for consideration of the new policy and current status. Staff explained that the new policy would establish a set price per DUR retired rather than the current process of basing purchase prices on appraisals. This policy would apply to properties that do not qualify for grant funding. Based on prior discussions the property resource score would be used as a guide for determining DUR payment. A two-tiered approach would be taken whereby parcels with a Property Resource Score equal to or above 50 would receive an amount not to exceed \$40,000/DUR. Parcels with Scores below 50 would receive up to \$25,000/DUR. Members have also discussed using the income criteria as a payment guide similar to that required for appraised value purchased. Additional discussion was whether or not properties with site limitations should be consider for purchase, i.e. no perc sites, access limited, etc. After discussion, staff was asked to develop a draft amendment to Chapter 72, Conservation Easement Purchase Program, to include the proposed policy statement.
- f. Private Donations match with VDACS funds – a memo from Kevin Schmidt, Office of Farmland Preservation confirmed that private donations made to the Authority, could in turn be used to match VDACS funds.

Discussion of items c and d was postponed to the next meeting.

- g. Approval – revised “Steps to Donating a Conservation Easements
- h. Federal and State Income Tax information handouts

Easement Donation

Clarke – Beth Clarke is requesting the Easement Authority to consider acceptance of her property for easement donation. The Authority considered this parcel for donation previously in 2008. Previously, the owner had wanted to retain 3 of the 5 DUR's and subdivide, the current intent is to keep 1 DUR with no subdivision. The parcel is 95.9 acres and located on the south side of Swimley Road approximately 1 ½ miles north of Route 7. In reviewing the parcel, it is zoned AOC and currently in land use, and three of 4 criteria have been met. The Property Resource Score is 82.8, four of the five remaining DUR's are being extinguished, the parcel is larger than 40 acres in size, and it is not adjacent to an existing easement. The property is primarily open pasture, with some woodland adjacent to the Opequon Creek. This property has large pond, frontage on the Opequon and an unnamed perennial stream, and two mapped sinkholes. It is in landuse. There is no lien on the property. It has been in the family for more than 50 years. The applicant would retire 4 DURs with no subdivision. A site visit was conducted last year. Mr. Hobert questioned why the parcel was allocated 5 DURs considering based on the acreage, under sliding scale, it would have been allocated 4. Authority members discussed the application and on motion of Mr. Hobert, seconded by Mr. Bieschke, voted to preliminarily approve the donation subject to staff researching the DUR allocation.

Battletown Hunt Club - Brad Frazier, agent, has applied to the Easement Authority for approval of an easement donation. The parcel consists of 20 acres located on the east side of River Road (Route 606) at 3161 River Road approximately 3.1 miles south of the intersection of River Road and Route 7. The Club would like to retire the one remaining DUR. At the last meeting, members discussed the application and questioned whether the use as a hunt club constituted a commercial use. Staff contacted Bob Mitchell and he opined that the use appears to be consistent with current conservation values as identified in the Deed template. He suggested that reference to the Special Use Permit be included in the Deed and that he would review the draft deed prior to recordation. A site visit was completed on August 17th. Members discussed whether the Club would need additional outbuildings. In addition, there was confusion about the number of DUR's remaining on the property and why the existing clubhouse did not use a DUR as it has a kitchen. Staff was asked to clarify these issues prior to the next meeting.

Preliminarily Approved

Nicholas - Staff mailed the draft Deed to Ms. Nicholas and has received no response.

Edwards - Staff mailed the draft Deed to Mr. Edwards and has received no response.

Squier – application withdrawn

Easement Purchase

On motion of Mr. Hobert, 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. Hobert, seconded by Mr. Bieschke, the Authority unanimously approved reconvening in Open Session. Mr. Bieschke moved, seconded by Mr. Ohrstrom, to certify that to the best of the member's knowledge:

- (ix) 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
- (x) 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:

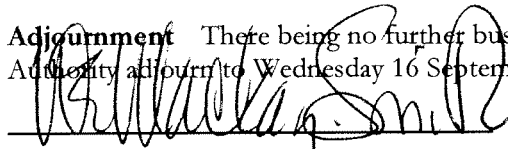
Chair Mackay-Smith	Aye	Mr. Hobert	Aye	Ms. Radford	Absent
Mr. Bieschke	Aye	Ms. McKelvy	Absent	Mr. Buckley	Aye
Mr. Ohrstrom	Aye				

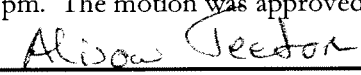
Final Approval Easement Purchase

Monastery – On motion by Mr. Ohrstrom, seconded by Mr. Bieschke members voted to approve the purchase, Mr. Hobert abstained.

RSP Enterprises - On motion by Mr. Ohrstrom, seconded by Mr. Bieschke members voted to approve the purchase.

Adjournment There being no further business, Mr. Ohrstrom moved and Mr. Bieschke seconded that the Authority adjourn to Wednesday 16 September 2009 at 4:00 pm. The motion was approved unanimously.


Wingate Mackay-Smith, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
draft Minutes – 16 September 2009 draft

A regular meeting of the Conservation Easement Authority was held at 4:00 pm on Wednesday, 16 September 2009, in the A/B Conference Room, 2nd Floor Government Center.

Present: W. Mackay-Smith, J. Radford, P. McKelvy, J. Bieschke, R. Buckley, M. Hobert

Absent: G. Ohrstrom

Staff: A. Teetor

Call to Order Ms. MacKay-Smith called the meeting to order at 4:00 p.m.

Agenda On motion of Mr. Bieschke, seconded by Mr. Buckley, the Authority unanimously approved the agenda.

Minutes On motion of Mr. Buckley, seconded by Mr. Bieschke, the Authority unanimously voted to approve the minutes, with corrections.

Bank Account Ms. Teetor reported the monthly bank statement for the Bank of Clarke County showed a balance of \$4,171.83 as of 31 August 2009. The Local Government Investment Pool (LGIP) account balance was \$32,315.09 as of 31 August 2009. On motion of Ms. Radford, seconded by Mr. Buckley, the Authority unanimously voted to approve payment of \$145.93 to Kate Petranec for expenses related to the postcard mailing.

Report on status of the Campaign for the Authority

Ms. Petranec reviewed the information outlined in her status report. She highlighted that persons were giving donations even though they were not specifically solicited to do so, which shows how mailings such as the newsletter can indirectly encourage donations in addition to providing information on Authority activities. Ms. Petranec also took time to explain the proposed photo contest that will bring together three community efforts, the opening of the Firehouse, the Museum, and the Easement Authority. Details on the contest will be included in the Fall newsletter and on the County website. Ms. Radford agreed to help with organizing the project.

Discussion items

- c. DUR purchase – members continued discussion on a new policy for easement purchases. The Authority reviewed a draft Code amendment to Chapter 72, which includes proposed language for the new policy. After discussion, on motion by Ms. Radford, seconded by Ms. McKelvy, the Authority unanimously approved the proposed amendment and instructed staff to send the final version to Mr. Hobert for review prior to putting in the October Board of Supervisors packet.
- d. “Steps to Donating a Conservation Easement” – On motion by Ms. McKelvy, seconded by Ms. Radford, the Authority unanimously approved the “Steps to Donating a Conservation Easement” as amended.

Easement Donation

Clarke – Members reviewed the Clarke application and recommended that the small parcel adjacent to the Opequon be retained as a riparian buffer with no structures larger than 150 square feet in size. On motion by Mr. Buckley, seconded by Mr. Bieschke, the Authority unanimously approved the donation on condition that Deed be reviewed and approved by Bob Mitchell.

Battletown Hunt Club - Members had asked the Hunt Club to confirm if they would require any additional structures. Staff was unable to contact the Hunt prior to the meeting, so members postponed action until the October meeting.

Preliminarily Approved

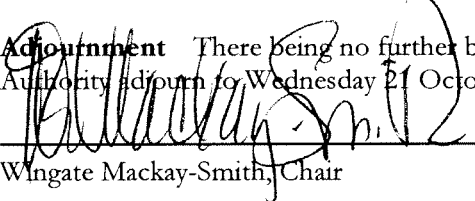
Both Nicholas and Edwards have not responded to staff since the draft Deeds were mailed. Members suggested staff send a letter to ask what their current intentions are regarding recordation of the Easement.

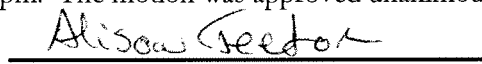
Easement Purchase

On motion of Mr. Bieschke, 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. Bieschke, seconded by Ms. Radford, the Authority unanimously approved reconvening in Open Session. Ms. McKelvy moved, seconded by Ms. Radford, to certify that to the best of the member's knowledge:

- (vii) 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
 - (viii) 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:
- | | | | | | |
|--------------------|--------|-------------|-----|-------------|-----|
| Chair Mackay-Smith | Aye | Mr. Hobert | Aye | Ms. Radford | Aye |
| Mr. Bieschke | Aye | Ms. McKelvy | Aye | Mr. Buckley | Aye |
| Mr. Ohrstrom | Absent | | | | |

Adjournment There being no further business, Ms. McKelvy moved and Mr. Bieschke seconded that the Authority adjourn to Wednesday 21 October 2009 at 4:00 pm. The motion was approved unanimously.


Wingate Mackay-Smith, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 21 October 2009

A regular meeting of the Conservation Easement Authority was held at 4:00 pm on Wednesday, 21 October 2009, in the A/B Conference Room, 2nd Floor, Government Center.

Present: W. Mackay-Smith, J. Radford, P. McKelvy, M. Hobert

Absent: G. Ohrstrom, J. Bieschke, R. Buckley (left at 4:15 p.m.)

Staff: A. Teetor

Call to Order Ms. MacKay-Smith called the meeting to order at 4:00 p.m.

Agenda On motion of Mr. Buckley, seconded by Ms. Radford, the Authority unanimously approved the agenda.

Minutes On motion of Ms. Radford, seconded by Mr. Buckley, the Authority unanimously voted to approve the minutes.

Bank Account Ms. Teetor reported the monthly bank statement for the Bank of Clarke County showed a balance of \$4,864.83 as of 30 September 2009. The Local Government Investment Pool (LGIP) account balance was \$32,325.41 as of 30 September 2009. On motion of Ms. Radford, seconded by Mr. Buckley, the Authority unanimously voted to approve payment of \$1,067.60 to Kate Petranech for expenses related to the fall newsletter production and mailing, and \$1,890 to Kate Petranech for the quarterly payment.

Report on status of the Campaign for the Authority

Ms. Petranech provided a status report. The Fall Newsletter is complete and scheduled to go out with the tax bills. She suggested that the Authority not send a prospect letter this year due to the slow economy and the fact that not much revenue has been generated by this particular effort. Ms. Petranech indicated that a year-end appeal would be mailed to current donors. She will be analyzing the data to develop various customized donor letters and circulate these to members for review and approval. Plans are moving ahead with the photo contest. A flyer was distributed for review. There was some discussion on how to generate support for the project, suggestions included talking with photographers such as Bonnie Jacobs, of East West Studios, and the High School Photography Club. Once the flyer is finalized a copy will be posted on the Authority's web site.

Discussion items

- a. DUR purchase – Mr. Mitchell had reviewed the proposed code amendment and made several changes to simplify the verbiage by taking out the specific details of a purchase price and scoring mechanism. He stated that it would be better to develop the details internally, and then the Authority could make modifications without having to go through the Code amendment process. The Board met yesterday and set public hearing on condition that the Authority approve the changes made by Mr. Mitchell. On motion of Mr. Hobert, seconded by Ms. McKelvy, the Authority unanimously voted to approve Mr. Mitchell's version of the amendment and recommend approval to the Board of Supervisors.
- b. Solicitation letter – Staff reported that there is a need to develop a larger pool of applicants for easement purchases so when grants are available the Authority is ready. Staff asked if Ms. Petranech could help with writing the solicitation letter to maximize the potential response. She agreed and will work to get the letters mailed with a packet by Friday November 6th.

Easement Donation

Clarke – Mr. Mitchell approved the Deed and staff is awaiting a signed copy from the applicant.

Battletown Hunt Club - Mr. Mitchell also reviewed and approved this Deed. On motion by Ms. McKelvy, seconded by Ms. Mackay-Smith, the Authority unanimously voted to approve the easement donation, and Authorized Ms. Mackay-Smith to sign the Deed once all necessary paperwork has been received.

Lusk - The applicant has not submitted the consent form and seemed to be reconsidering the application, so members agreed that a site visit should be scheduled prior to any final approval.

Easement Purchase

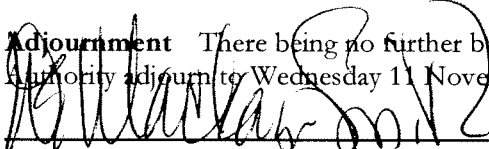
On motion of Ms. McKelvy, the Authority unanimously approved going into Closed Session pursuant to Section 2.2-3711-A3 of the Code of Virginia, as amended, to discuss the Acquisition or Sale of Property. On motion of Ms. McKelvy, seconded by Mr. Buckley, the Authority unanimously approved reconvening in Open Session. Ms. McKelvy moved, seconded by Ms. Radford, to certify that to the best of the member's knowledge:

- (v) 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
- (vi) 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:
Chair Mackay-Smith Aye Mr. Hobert Aye Ms. Radford Aye
Mr. Bieschke Absent Ms. McKelvy Aye Mr. Buckley Aye
Mr. Ohrstrom Absent

Koon Ratification - On motion by Ms. Radford, seconded by Ms. McKelvy, the Authority unanimously voted to ratify and confirm that the Easement Authority approved the Koon easement purchase April 16, 2007.

Other - On motion by Ms. Radford, seconded by Ms. McKelvy, the Authority unanimously voted to approve payment to Stephen Price, attorney for the Koon's in the amount of \$2,480, provided that the payment can be made from the Bank of Clarke County account.

Adjournment There being no further business, Ms. McKelvy moved and Ms. Radford seconded that the Authority adjourn to Wednesday 11 November 2009 at 1:00 pm. The motion was approved unanimously.


Wingate Mackay-Smith, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 11 November 2009

A regular meeting of the Conservation Easement Authority was held at 1:00 pm on Wednesday, 11 November 2009, in the A/B Conference Room, 2nd Floor Government Center.

Present: P. McKelvy, M. Hobert, W. Mackay-Smith (arrived 1:40pm), J. Radford, R. Buckley

Absent: G. Ohrstrom, J. Bieschke

Staff: A. Teetor

Call to Order Ms. McKelvy called the meeting to order at 1:25 p.m.

Agenda On motion of Ms. Radford, seconded by Mr. Buckley, the Authority unanimously approved the agenda.

Minutes On motion of Mr. Hobert, seconded by Ms. Radford, the Authority unanimously voted to approve the minutes.

Bank Account Ms. Teetor reported the monthly bank statement for the Bank of Clarke County showed a balance of \$2,763.99 as of 31 October 2009. The Local Government Investment Pool (LGIP) account balance was \$32,335.39 as of 30 October 2009. On motion of Ms. Radford, seconded by Mr. Buckley, the Authority unanimously voted to approve payment of \$468.59 to Kate Petranech for expenses related to application solicitation FRPP grant and \$1,067.60 for the fall newsletter production and mailing, and \$1,890 for her quarterly payment.

Report on status of the Campaign for the Authority

Ms. Petranech provided a status report (attached). The Fall Newsletter went out with the tax bills. Regarding the photo contest, she has received 3 submissions and plans to post flyers at Blandy, area storefronts, and the High School. Two mailings will be sent to solicit applications for easement purchase. The first was sent to approximately 150 landowners who qualify for Farm and Ranchland Protection Program funds. A second letter will be sent to those individuals who have more than one remaining dwelling unit right. Committee members reviewed the letter to solicit applications. Ms. Petranech also reviewed options for credit card donations. The Authority agreed to try the option using BB&T.

Easement Donation

Clarke – Ms. Clarke is reconsidering recordation.

Battletown Hunt Club - The agent, Mr. Frazier, has been ill so no progress has been made.

Lusk – no further correspondence.

Easement Purchase

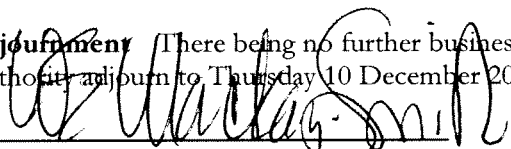
On motion of Mr. Hobert, the Authority unanimously approved going into Closed Session pursuant to Section 2.2-3711-A3 of the Code of Virginia, as amended, to discuss the Acquisition or Sale of Property. On motion of Ms. McKelvy, seconded by Ms. Radford, the Authority unanimously approved reconvening in Open Session. Ms. McKelvy moved, seconded by Ms. Radford, to certify that to the best of the member's knowledge:

- (iii) 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
- (iv) 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:

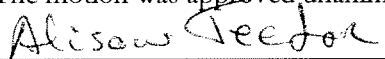
Chair Mackay-Smith	Aye	Mr. Hobert	Aye	Ms. Radford	Aye
Mr. Bieschke	Absent	Ms. McKelvy	Aye	Mr. Buckley	Aye
Mr. Ohrstrom	Absent				

Other – Mr. Hobert asked staff to provide a binder of the materials and communication sent to purchase applicants at the next meeting.

Adjournment There being no further business, Ms. McKelvy moved and Ms. Radford seconded that the Authority adjourn to Thursday 10 December 2009 at 4:00 pm. The motion was approved unanimously.



Wingate Mackay-Smith, Chair



Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 10 December 2009

A regular meeting of the Conservation Easement Authority was held at 4:00 pm on Thursday, 10 December 2009, in the A/B Conference Room, 2nd Floor Government Center.

Present: P. McKelvy, M. Hobert, W. Mackay-Smith, J. Radford, R. Buckley, G. Ohrstrom

Absent: J. Bieschke

Staff: A. Teetor

Call to Order Ms. MacKay-Smith called the meeting to order at 4:00 p.m.

Agenda On motion of Ms. Radford, seconded by Ms. McKelvy, the Authority unanimously approved the agenda.

Minutes On motion of Ms. Radford, seconded by Mr. Ohrstrom, the Authority unanimously voted to approve the minutes.

Ms. Mackay-Smith reported that Mr. Bieschke had submitted his letter of resignation effective January 1. He stated changes in his job requirements have placed limits on the time he has available for community service.

Bank Account Ms. Teetor reported the monthly bank statement for the Bank of Clarke County showed a balance of \$1,828.19 as of 30 November 2009. The Local Government Investment Pool (LGIP) account balance was \$32,335.39 as of 30 October 2009. On motion of Mr. Ohrstrom, seconded by Ms. Radford, the Authority unanimously voted to approve payment of \$1,111.17 to Kate Petranec for expenses related to printing and mailing the year end donor appeal (\$523.89) and for production and mailing of application solicitation to property owners with extra DURs (\$587.28).

Report on status of the Campaign for the Authority

Ms. Petranec provided a status report. She stated that donations were coming in from the donor appeal mailing. She will provide a more detailed report at the January meeting. The letter was in color format and offered several payment options including for the first time a credit card option. With regards to the photo contest, 6 entries have been received; Ms. Petranec hoped to get many more submittals prior to the January 15th cutoff.

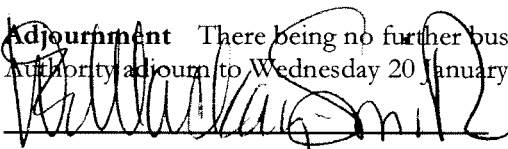
Easement Purchase

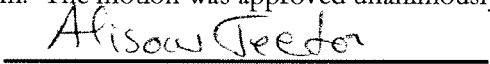
On motion of Mr. Hobert, the Authority unanimously approved going into Closed Session pursuant to Section 2.2-3711-A3 of the Code of Virginia, as amended, to discuss the Acquisition or Sale of Property. On motion of Ms. McKelvy, seconded by Ms. Radford, the Authority unanimously approved reconvening in Open Session. Ms. McKelvy moved, seconded by Ms. Radford, 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:

Chair Mackay-Smith	Aye	Mr. Hobert	Aye	Ms. Radford	Aye
Mr. Bieschke	Absent	Ms. McKelvy	Aye	Mr. Buckley	Aye
Mr. Ohrstrom	Aye				

Adjournment There being no further business, Mr. Ohrstrom moved and Ms. McKelvy seconded that the Authority adjourn to Wednesday 20 January 2010 at 4:00 pm. The motion was approved unanimously.


Wingate Mackay-Smith, Chair


Alison Teetor, Clerk to the Authority