

CLARKE COUNTY
Conservation Easement Authority
Minutes – 18 December 2014

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 18 December 2014, in the A/B Conference Room, 2nd Floor Government Center.

Present: G. Ohrstrom, R. Buckley, D. Weiss, L. Wallace

Absent: P. Engel, M. Jones, W. Thomas

Staff: A. Teetor

Call to Order : Mr. Ohrstrom called the meeting to order at 10:20 a.m.

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

Minutes On motion of Ms. Wallace, seconded by Mr. Buckley, the Authority unanimously voted to approve the minutes of November 20, 2014.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of November 30, 2014 is \$78,407.70. There were a total of \$2,817.35 donations last month. On motion of M. Wallace, seconded by Mr. Buckley members approved payments of \$1,135.68 to Robin Cardillo for newsletter production and \$200 to Gloria Marconi for newsletter production.

Stewardship Fund: The stewardship fund has a balance of \$72,467.71 as of November 30, 2014.

Public Relations

Ms. Cardillo was not able to attend the meeting but provided a report which was included in the packet. The primary discussion was on the award luncheon honoring past chair, Wingate Mackay-Smith. Ms. Cardillo provided information on pricing to rent the Millwood Country Club. After discussion, members agreed that the Club pricing was too high and that holding the luncheon at the Camino Real restaurant in Berryville would be adequate and convenient. Another consideration was the type of award given to the recipient in addition to the having their name mounted on a plaque in the government center. In other news, the parking meter one an award and the authority received \$25 worth of “Berryville Bucks”. Members agreed to wait for a meeting where more members could be present to determine how best to use the “Bucks”.

Discussion

- a. Deed of Amendment Newman – Richard and Marie Newman applied to the easement authority for approval of a deed of amendment so as to retire the one remaining DUR on her property. The property is currently held in easement by the Authority. The easement on the 99 acre parcel was purchased from Bill Stenning in 2006 at that time the applicant retired 3 of the 4 remaining DUR’s. There is an existing house which was built in 2000. On motion of Ms. Wallace, seconded by Mr. Weiss members approved the deed of amendment.
- b. Update on tax credit legislation – a briefing paper was included in the packet. Unfortunately Congress failed to pass the Supporting America’s Charity Act which would have made permanent tax incentives for donation of conservation easements.

Easement Donation/Purchase

Donation

- a. **John Taylor** – staff reported that a letter was sent to the applicant stating that the easement donation was approved. The applicant is still exploring options with regards to the future of the property.

b. **William Bowen** – Mr. Bowen had applied for an easement donation for his property located at 858 Nelson Rd.. A site visit was conducted on December 15th. On motion of Mr. Buckley, seconded by Ms. Wallace members unanimously approved the easement donation.

Purchase

On motion of Ms. Wallace, 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. Wallace, seconded by Mr. Buckley, the Authority unanimously approved reconvening in Open Session. Mr. Buckley moved, seconded by Mr. Weiss, 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

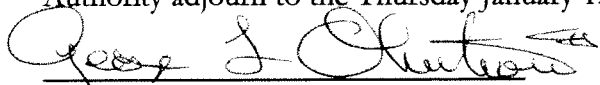
(ii) only such public business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed, and considered in the meeting by the Authority. The vote on the above motion was:

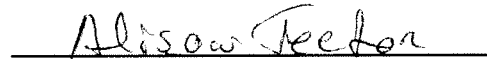
Mr. Weiss	Aye	Ms. Wallace	Aye	Mr. Buckley	Aye
Mr. Engel	Absent	Ms. Thomas	Absent		
Mr. Ohrstrom	Aye	Ms. Jones	Absent		

The following actions were taken subsequent to the Closed Session:

On motion of Ms. Wallace, seconded by Mr. Buckley, the Authority unanimously voted to give final approval to the DUR easement purchase of the property owned by Jerry Boyles, for an amount not to exceed \$40,000.

Adjournment There being no further business, Mr. Buckley moved and Ms. Wallace seconded that the Authority adjourn to the Thursday January 15th at 10:00 am. The motion was approved unanimously.


George L. Ohrstrom, II, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 20 November 2014

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 20 November 2014, in the A/B Conference Room, 2nd Floor Government Center.

Present: M. Jones, P. Engel, R. Buckley, D. Weiss, L. Wallace

Absent: G. Ohrstrom, W. Thomas

Staff: A. Teetor, B. Stidham

Call to Order : Mr. Engel called the meeting to order at 10:00 a.m.

Agenda On motion of Ms. Wallace, seconded by Mr. Buckley, the Authority unanimously approved the agenda with the addition of an easement donation by Bill Bowen.

Minutes On motion of Ms. Wallace, seconded by Mr. Buckley, the Authority unanimously voted to approve the minutes of October 16, 2014.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of October 31, 2014 is \$75,590.35. There were a total of \$1,205.00 donations last month. On motion of Mr. Buckley, seconded by Ms. Jones members approved payments of \$500 to Dunn Land Surveys for plats of merger for Pitta and Masters. BMS Direct, \$943.50 for the production and envelope stuffing for the Fall newsletter, and Robin Cardillo for newsletter production and work at the Farmers Market \$1,520.

Stewardship Fund: The stewardship fund has a balance of \$55,310.03 as of October 31, 2014.

Public Relations

Ms. Cardillo provided an update regarding her activities; a report was included in the packet. She reported that just prior to today's meeting, the subcommittee consisting of Ms. Cardillo, Mr. Buckley, and Ms. Teetor, met to discuss the Land Conservation Awards. Ms. Cardillo provided draft guidelines to the Authority. The subcommittee agreed to the outline and suggested that the first award be given to Wingate "Winkie" Mackay-Smith. Members agreed with the format and subcommittee recommendations. Ms. Cardillo will continue to work on the first award ceremony. Ms. Cardillo also summarized the donations to date stating that nearly \$15,000 has been raised this year which is down significantly from previous years, however donations continue to come in and the year-end appeal will add to the totals.

Discussion – Williams/Gallagher barn siting

Nancy Talley placed Spout Run Farm in easement in 2007. The property was sold to Michael Williams and Susan Gallegher in 2012. The current owners would like to build a barn/stable with an apartment in the area shown on page 2. The barn would be approx. 40'x80' and built into the bank.

The recorded Deed of Conservation Easement provides in Section II. Restrictions, Paragraph 3. Buildings and Structures, Item C. "To protect the scenic values of the Property, no dwelling or other building shall be constructed above the 540-foot contour elevation."

The location preferred by the owner is above the 540-foot contour elevation. Staff contacted Bob Mitchell, County Attorney and Erika Richardson, Virginia Outdoors Foundation to discuss the feasibility of locating the barn in the proposed location. Ms. Richardson stated that the VOF Board reviews proposed alterations to the terms of the Deed in reference to the conservation values being protected. In this case the scenic values are the primary consideration. Mr. Mitchell stated that a deed of amendment could be prepared if the Authority was considering the change. After discussion on motion of Mr. Weiss, seconded by Ms. Wallace, member voted unanimously to adhere to the terms of the easement as written, stating that the original Deed was constructed with clear intent to prohibit new construction in the area above 540'.

Easement Donation/Purchase

Donation

- c. **Dietrich Westphal** – staff reported that the easement was recorded on October 27th
- d. **Moore & Dorsey, Inc.** – 2 easements were recorded on November 5th
- e. **Playgarden** – Mr. Will Robinson had asked for reconsideration of the limits for the 600 square foot apartment. Ms. Teetor reported that they were told there would be no additional changes and has not heard back.
- f. **Bill Dean** – Mr. Dean was provided a draft deed and staff has had no additional communication.
- g. **John Taylor** – a site visit was conducted on November 12th. On motion of Ms. Jones, seconded by Mr. Engel members unanimously voted to give final approval for the easement donation by John Taylor.
- h. **Jerry Boyles** – new application for DUR purchase. Mr. Boyles had applied in 2010 for a DUR purchase of his remaining DUR and declined the offer. On motion of Mr. Buckley, seconded by Ms. Wallace the Authority unanimously voted to give preliminary approval and schedule a site visit.
- i. **Bill Bowen** – new application for easement donation. The property was recently purchased from James Edwards who had applied for and was approved for an easement donation in 2009. One DUR would be retired. On motion of Mr. Buckley, seconded by Ms. Wallace the Authority unanimously voted to give preliminary approval and schedule a site visit.
- j. **Michael McKenney** – had applied previously to place his property (The River House) in easement in 2007 and 2009. Staff was unable to speak with the property owner prior to the meeting and did not know if he intended to retire both DUR’s as was put forth for the previous applications. On motion of Mr. Buckley, seconded by Ms. Wallace the Authority unanimously voted to give preliminary approval and schedule a site visit.

Purchase

On motion of Ms. Wallace, 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. Wallace, seconded by Mr. Buckley, the Authority unanimously approved reconvening in Open Session. Mr. Buckley moved, seconded by Mr. Weiss, 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:

Mr. Weiss	Aye	Ms. Wallace	Aye	Mr. Buckley	Aye
Mr. Engel	Aye	Ms. Thomas	Absent		
Mr. Ohrstrom	Absent	Ms. Jones	Aye		

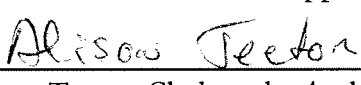
The following actions were taken subsequent to the Closed Session:

On motion of Ms. Wallace, seconded by Mr. Buckley, the Authority unanimously voted to give final approval to the easement purchase of the two properties owned by Susan Digges.

Adjournment There being no further business, Mr. Buckley moved and Ms. Wallace seconded that the Authority adjourn to the Thursday December 18th at 10:00 am. The motion was approved unanimously.



Pete Engel, Treasurer



Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 16 October 2014

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 16 October 2014, in the A/B Conference Room, 2nd Floor Government Center.

Present: G. Ohrstrom, R. Buckley, D. Weiss, L. Wallace
Absent: W. Thomas, M. Jones, P. Engel
Staff: A. Teetor, B. Stidham
Call to Order : Mr. Ohrstrom called the meeting to order at 10:00 a.m.

Agenda On motion of Mr. Weiss, seconded by Mr. Buckley, the Authority unanimously approved the agenda.
Minutes On motion of Ms. Wallace, seconded by Mr. Buckley, the Authority unanimously voted to approve the minutes of September 25, 2014.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of September 30, 2014 is \$74,385.35. There were a total of \$1,301.35 donations last month.

Stewardship Fund: The stewardship fund has a balance of \$55,310.03 as of September 30, 2014.

Public Relations

Ms. Cardillo provided an update regarding her activities; a report was included in the packet. She stated that in spite of bad weather and low turnout, the booth at the farmers market was very successful. Several persons stopped to get information and the Star did a follow-up newspaper article. The Fall newsletter will be mailed in the tax bills later this month and will include an update on the Greenway Court stabilization efforts. A new idea she had will establish an annual conservation award. A subcommittee was established and they will meet prior to the regular meeting next month to discuss guidelines.

Easement Donation/Purchase

Donation

- k. Dietrich Westphal** – staff reported that the easement is on the consent agenda for approval by the Board of Supervisors October 21st.
- l. Playgarden** – Mr. Will Robinson had asked for reconsideration of the easement donation for Playgarden. Ms. Teetor reported that the owners are still considering the square footage restrictions.
- m. Bill Dean** – staff reported that the easement is on the consent agenda for approval by the Board of Supervisors October 21st.
- n. John Taylor** – Mr. Taylor has applied to the easement authority for approval of an easement donation. The property is vacant and located on the east side of the railroad on Rock Gate Lane approximately ¾ mile south of White Post off White Post Road. The property is 22.6 acres, wooded, with 2 DURs.

Purchase

On motion of Ms. Wallace, 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. Wallace, seconded by Mr. Buckley, the Authority unanimously approved reconvening in Open Session. Mr. Buckley moved, seconded by Mr. Weiss, 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:

Mr. Weiss	Aye	Ms. Wallace	Aye	Mr. Buckley	Aye
Mr. Engel	Absent	Ms. Thomas	Absent	Mr. Ohrstrom	Aye
Ms. Jones	Absent				

The following actions were taken subsequent to the Closed Session:

On motion of Ms. Wallace, seconded by Mr. Buckley, the Authority unanimously voted to give final approval, and directed staff to draft a purchase offer for the Chair's signature, for \$40,000, for the DUR purchase application of Glen Masters.

On motion of Ms. Wallace, seconded by Mr. Buckley, the Authority unanimously authorized staff to apply for FRPP funds for the two properties owned by Susan Digges and to schedule a site visit.

Adjournment There being no further business, Mr. Buckley moved and Ms. Wallace seconded that the Authority adjourn to the Thursday November 20th at 10:00 am. The motion was approved unanimously.


George L. Ohrstrom, II, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 25 September 2014

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 25 September 2014, in the A/B Conference Room, 2nd Floor Government Center.

Present: G. Ohrstrom, R. Buckley, P. Engel, L. Wallace
Absent: W. Thomas, M. Jones, D. Weiss
Staff: A. Teetor, B. Stidham
Call to Order : Mr. Ohrstrom called the meeting to order at 10:00 a.m.

Agenda On motion of Ms. Wallace, seconded by Mr. Engel, the Authority unanimously approved the agenda as amended to include discussion of a boundary line adjustment by the Bauhans.

Minutes On motion of Mr. Buckley, seconded by Mr. Engel, the Authority unanimously voted to approve the minutes of August 21, 2014.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of August 31, 2014 is \$73,084.00. There were a total of \$225 donations last month. On motion of Mr. Buckley, seconded by Mr. Engel members approved payments of \$425 to Gloria Marconi for the summer newsletter production, Progressive Printing, \$343.50 for newsletter printing, and Robin Cardillo for newsletter production \$1,360.

Stewardship Fund: The stewardship fund has a balance of \$55,291.85 as of August 31, 2014. Members questioned how funds might be used, Ms. Teetor reported that the when she checked last year, no guidelines had been established as to how funds could be spent but she will check again.

Public Relations

Ms. Cardillo provided an update regarding her activities; a report was included in the packet. The summer newsletter went out earlier this month and she is starting work on the Fall newsletter and shared a number of ideas for stories. The summer newsletter was mailed last week and included a lead story is about Mel Kohn, whom she interviewed. Ms. Cardillo also proposed that the Authority man a booth at the Farmers Market on October 11th if a Star reporter could be present to do a story. She also described a proposed schedule of campaign efforts for the year which included monthly media releases and another photo contest.

Easement Donation/Purchase

Donation

o. Dietrich Westphal - applied for an easement donation for his property on Bishop Meade Road. The property is 135 acres with four remaining DUR's and an existing house. A site visit was conducted September 10th. On motion of Mr. Engel, seconded by Ms. Wallace members approved the easement donation with an increase to a 6,500 square foot footprint and 25' roof height limit for the second primary dwelling to be located within a building envelope as identified during the site visit.

p. Playgarden – Mr. Will Robinson had asked for reconsideration of the easement donation for Playgarden. Ms. Teetor reported that the owners are still considering the square footage restrictions.

q. Dean – Bill Dean applied for an easement donation for a portion of his property in Boyce. Mr. Dean is developing the portion of his property that is within the Boyce town limits but a 2 acre parcel is on the south side of Roseville Run and has a DUR. A site visit was conducted September 10th. On motion of Mr. Buckley, seconded by Mr. Engel members unanimously approved the easement donation of Mr. Dean.

Purchase

On motion of Mr. Engel, 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. Engel, seconded by Mr. Buckley, the Authority unanimously approved reconvening in Open Session. Mr. Engel moved, seconded by Ms. Wallace, 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:

Mr. Weiss	Absent	Ms. Wallace	Aye	Mr. Buckley	Aye
Mr. Engel	Aye	Ms. Thomas	Absent	Mr. Ohrstrom	Aye
Ms. Jones	Absent				

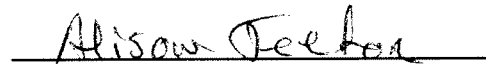
The following actions were taken subsequent to the Closed Session:

On motion of Mr. Engel, seconded by Mr. Buckley, the Authority unanimously voted to give final approval, and directed staff to draft a purchase offer for the Chair's signature, for \$60,000, for the DUR purchase application of Kenneth Pitta.

Adjournment There being no further business, Mr. Buckley moved and Ms. Wallace seconded that the Authority adjourn to the Thursday October 16th at 10:00 am. The motion was approved unanimously.



 George L. Ohrstrom, II, Chair



 Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 21 August 2014

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 21 August 2014, in the A/B Conference Room, 2nd Floor Government Center.

Present: R. Buckley, M. Jones, D. Weiss, W. Thomas, P. Engel

Absent: G. Ohrstrom, L. Wallace

Staff: A. Teetor, B. Stidham

Call to Order : Mr. Engel called the meeting to order at 10:00 a.m.

Agenda On motion of Ms. Jones, seconded by Ms. Thomas, the Authority unanimously approved the agenda.

Minutes On motion of Ms. Thomas, seconded by Mr. Buckley, the Authority unanimously voted to approve the minutes of June 19th and June 26th, 2014.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of July 31, 2014 is \$72,859.00. There were a total of \$3,933.80 donations last month. On motion of Mr. Buckley, seconded by Ms. Jones members approved payment of \$36 to Alison Teetor for re-recording of Susan Bailey's deed of easement. Since there was no meeting in July, payments made to Judith Willett for \$100 for database work, Kate Petranec for \$300 for revising the master donor letter, and \$1,053 to Jordan Springs Market for catering the Donor reception.

Stewardship Fund: The stewardship fund has a balance of \$55,273.07 as of July 31, 2014. Ms. Teetor also reported that the 2014 award will be \$17,115.

Public Relations

Ms. Cardillo was not present but provided an update as to her activities. She has started work on the summer newsletter, lead story is about Mel Kohn, whom she interviewed. Since the newsletter is late, she asked if the Authority still wanted to try to get it out or skip to the fall newsletter. Members discussed skipping the newsletter and decided that if it could be completed but not rushed then they would prefer it be published as planned. Ms. Cardillo also proposed that the Authority man a booth at the Farmers Market one Saturday in September in order to increase exposure. Ms. Jones stated she would be happy to help with that effort. Members requested staff to have Ms. Cardillo attend the next meeting to discuss the schedule and workload for the upcoming year.

Discussion

- a. **Crocker Conservancy Update** - Ms. Teetor provided a revised request from Powhatan to fund a keynote speaker for the annual 4th grade conservation fair. In June, members discussed this request and opined that since Powhatan School was thought to be a for-profit institution, and therefore the Authority could not fund the speaker. The current request states that the school is a 5013c organization and asked the Authority to reconsider funding the speaker. Members discussed the request but agreed that it was not appropriate use of funds to fund a speaker at a private school.
- b. **Donor Thank-you Reception** – staff reported that the donor reception was attended by approximately 75 persons and was a tremendous success. Mr. Ohrstrom's auctioneering skills netted the Authority an additional \$1,050 in donations through sale of hanging flower baskets and of course vodka!

- c. **PDR managers meeting** – Ms. Teetor updated members on the information shared at the recent PDR managers meeting held in Richmond. This group consists of PDR managers from counties throughout the state along with State and Federal agency staff that administer grant programs. The main information shared at this meeting was the upcoming grant rounds for VDACS, VLCF, and ALE (formally FRPP). VDACS funding for this year is anticipated to be approximately \$150,000 per certified locality, these funds will be available in February. The ALE and VLCF grant application period will be later this fall. Ms. Teetor suggested that now would be a good time to solicit for applications from farms with prime soils. On motion by Mr. Buckley, seconded by Mr. Weiss, staff was authorized to prepare a letter to solicit applicants.

Easement Donation/Purchase

Donation

r. **Dietrich Westphal** - applied for an easement donation for his property on Bishop Meade Road. The property is 135 acres with four remaining DUR's and an existing house. The property meets all 4 of the criteria. The parcel score is 78.89, points were given for retiring 3 DUR's, having 2 acres of wetland, being next to an existing easement, fronting on a scenic byway, and being in the same ownership for more than 30 years. The applicant is retiring 3 of the 4 remaining DUR's, it is adjacent to an existing easement, and is over 40 acres. The applicant would like to be able to subdivide the parcel into two parcels and be pre-approved to build a one story house > 4,500 square feet. On motion of Mr. Buckley, seconded by Mr. Weiss members gave preliminary approval and scheduled a site visit for Wednesday September 10th.

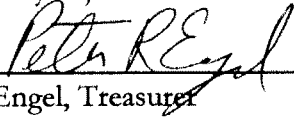
s. **Kenneth Pitta** has applied to the easement authority for approval of a DUR purchase. There are two properties located on the east side of Frogtown Rd. just north of the intersection of Mt. Carmel Rd, Feltner Rd., and Frogtown Rd. The properties are vacant, consisting of 27.5 acres with 2 DUR's and 1.6 acres with 1 DUR. They are entirely wooded. Access is from Frogtown Rd. Mr. Pitta would like to merge the two parcels and retire 2 DUR's. The parcels were scored as one as the applicant would merge them subsequent to the easement recordation. The property resource score was 58.7, points were given for retiring 2 DURs, being next to Appalachian Trail property, being owned by the family for more than 50 years, and have 6 acres of slopes > 25%. The property qualifies for purchase as it scored over 35 and is retiring at least 1 DUR. It is not over 40 acres and it is not next to an existing easement. Based on the criteria adopted by the Authority, offers for parcels with Property Resource Scores greater than 52 shall be calculated by multiplying the number of development rights to be purchased by the value of the development right, as determined by the Easement Authority, not to exceed \$40,000 per development right. On motion of Mr. Weiss, seconded by Mr. Buckley members gave preliminary approval and scheduled a site visit for Wednesday September 10th.

t. **Playgarden** – Mr. Will Robinson had asked for reconsideration of the easement donation for Playgarden. One of the outstanding issues the total footprint allowed for structural improvements. The existing footprint is 5,700 square feet according to the Commissioner of Revenue. Previously the Authority had required a cap of 8,000 square feet leaving 1,300 available for build out. The applicant thought the existing footprint was 5,100 and has asked to be able to add an additional 600 feet to the total allowed for future construction. After discussion on motion of Ms. Thomas, seconded by Mr. Weiss the authority approved that the total permitted square footage of structures is increased to 8,600 sq. ft. per the applicants' request.

u. **Dean** – Bill Dean applied for an easement donation for a portion of his property in Boyce. Mr. Dean is developing the portion of his property that is within the Boyce town limits but a 2 acre parcel is on the south side of Roseville Run and has a DUR. Mr. Dean would like to donate the 2 acres and retire the existing DUR and give the property to the home owners association as open-space. He has also agreed to plant a riparian buffer along Roseville Run. At the July meeting members discussed the application and postponed action in order to insure that VDOT approves a waiver in writing to not require a right-of-way for future access across the 2 acres and that allowing the easement is not in conflict

with the Boyce Subdivision ordinance with regards to requiring a certain percentage to be used for active recreation. These 2 issues were resolved so on motion of Mr. Buckley, seconded by Ms. Thomas members approved scheduling a site visit for September 10th.

Adjournment There being no further business, Mr. Buckley moved and Ms. Thomas seconded that the Authority adjourn to the Thursday September 25th at 10:00 am. The motion was approved unanimously.



Pete Engel, Treasurer



Alison Teetor, Clerk to the Authority

No July meeting 2014

CLARKE COUNTY
Conservation Easement Authority
Minutes – 26 June 2014

A special meeting of the Conservation Easement Authority was held at 1:30 pm on Thursday, 26 June 2014, in the Town of Berryville Conference Room, 2nd Floor Government Center to interview Robin Cardillo for the Public Relations position.

Present: G. Ohrstrom (arr. 1:40 pm), M. Jones, D. Weiss, W. Thomas, P. Engel
Absent: L. Wallace, R. Buckley
Staff: A. Teetor
Call to Order: Mr. Engel called the meeting to order at 1:30 p.m.

Agenda On motion of Mr. Weiss, seconded by Ms. Thomas, the Authority unanimously approved the agenda.

The purpose of the meeting was to discuss the outreach and fund raising strategy with Robin Cardillo, who had applied for the position. Ms. Wallace was unable to attend but sent in a list of questions that were discussed with Ms. Cardillo.

Ms. Jones left the meeting at 2:15 pm

Closed Session

On motion of Mr. Weiss, the Authority unanimously approved going into Closed Session pursuant to Section 2.2-3711-A-29. To discuss the award of a public contract involving the expenditure of public funds, including interviews of bidders or offers, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

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

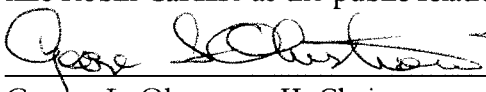
(i) only public business matters lawfully exempted from Open Meeting requirements under Section 2.2-3711-A-29. To discuss the award of a public contract involving the expenditure of public funds, including interviews of bidders or offers, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

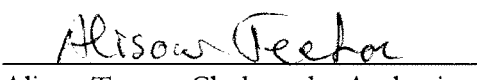
(ii) only such public business matters as were identified in the motion by which the Closed Meeting was convened were heard, discussed, and considered in the meeting by the Authority. The vote on the above motion was:

Mr. Weiss	Aye	Ms. Wallace	Absent	Mr. Buckley	Absent
Mr. Engel	Aye	Ms. Thomas	Aye	Mr. Ohrstrom	Aye
Ms. Jones	Absent				

On motion of Mr. Engel, seconded by Mr. Buckley members approved

Subsequent to the Closed Session on motion of Ms. Thomas, seconded by Mr. Engel members agreed to hire Robin Cardillo as the public relations manager for the period of one year beginning July 1, 2014.


George L. Ohrstrom, II, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 19 June 2014

A special meeting of the Conservation Easement Authority was held at 9:00 am on Thursday, 19 June 2014, in the A/B Conference Room, 2nd Floor Government Center to discuss the future of the Public Relations campaign.

Present: G. Ohrstrom, R. Buckley, M. Jones, D. Weiss, W. Thomas, P. Engel
Absent: L. Wallace
Staff: A. Teetor, B. Stidham
Call to Order : Mr. Ohrstrom called the meeting to order at 10:00 a.m.

Ms. Petranech was present to discuss the overall public relations effort and to provide some background information on Robin Cardillo, who submitted a proposal to manage the campaign for the Authority. Ms. Cardillo is requesting \$16,000 per year plus out of pocket expenses, estimated at \$7,500 per year. Members asked questions about the necessity of maintaining the current level of mailings to donors, the newsletter, and potential for increasing the donor base. Ms. Petranech recommended that the current outreach effort should be maintained. Members expressed concerns that the cost of hiring Ms. Cardillo was equal to the amount of funds brought in through donations. Ms. Petranech suggested that members hold a special meeting to interview Ms. Cardillo to better understand her ideas and approach. Staff was directed to set up a meeting sometime next week.

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 19 June 2014, in the A/B Conference Room, 2nd Floor Government Center.

Present: G. Ohrstrom, L. Wallace, R. Buckley, M. Jones, D. Weiss, W. Thomas, P. Engel
Absent: No one
Staff: A. Teetor, B. Stidham
Call to Order : Mr. Ohrstrom called the meeting to order at 10:00 a.m.

Agenda On motion of Mr. Buckley, seconded by Mr. Engel, the Authority unanimously approved the agenda, as amended to include a discussion of the Appalachian Trail Community.

Minutes On motion of Ms. Thomas, seconded by Ms. Jones, the Authority unanimously voted to approve the minutes of May 15, 2014.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of May 31, 2014 is \$72,400.20. There were a total of \$3,475.00 donations last month. On motion of Mr. Engel, seconded by Mr. Buckley members approved payment of \$125 to Jennifer Lee for database work, 162.50 to Judith Willett for database work, and \$5,000 to Wesley Woods for completing appraisals on the Moore & Dorsey properties.

Stewardship Fund: The stewardship fund has a balance of \$55,236.14 as of May 31, 2014.

Public Relations

The public relations component is in transition at this point. Ms. Petranech has resigned her position and agreed to continue assisting with hiring a new manager and data entry person. Judith Willett was hired to maintain the donation database and generate thank you letters for donors. A Fund-Raising summary was provided showing 52 donations totaling \$7,040 so far in 2014.

Discussion

- d. **Summer Intern** – staff reported that Peter Levi and Austin Humphrey started their internship on June 2. A summary report of their efforts was included in the packet. Ms. Teetor stated that they had completed nearly 75% of the required inspections within the first 2 weeks and were doing an excellent job. It is anticipated that they will complete the work well ahead of the estimated 6-8 weeks estimated.
- e. **Crocker Conservancy Update** - Ms. Teetor provided a report in the packet detailing the current status of work on completed the Crocker Conservancy at Powhatan School. Members discussed use of the property for a multiple school cross country race and agreed this was within the scope of the easement. Another request was to allow use of the property for part of the conservation fair held each fall for 4th graders. Again members agreed this was a permitted use. The next question was whether the Authority would be willing to fund a keynote speaker for the annual 4th grade conservation fair. Members discussed this request and opined that since Powhatan School was thought to be a for-profit institution, and therefore the Authority could not fund the speaker. The final request was to allow 1 or 2 composting toilets on the property. Ms. Teetor stated that the Health Department does allow the use of these. On motion of Ms. Wallace, seconded by Ms. Thomas, members voted to approve the use of property for the cross country meet and conservation fair, to not approve the donation for the speaker, and to approve use of the composting toilets on condition that the footprint be included as part of the allowable square footage, and that Mr. Mitchell reviews the Deed to insure that this type of structure could be permitted.
- f. **Donor Thank-you Reception** – members discussed upcoming Donor Thank You reception to be held at Camden, Mr. Ohrstrom's farm off Pyletown Rd. This year the event will be held this coming Saturday June 21st from 7 to 9 pm and will include a barbeque dinner. Invitations were sent out and approximately 75 people are expected to attend.
- g. **Appalachian Trail Community** – Ms. Teetor explained that the Town and County were interested in applying to be considered as an Appalachian Trail Community. The Appalachian Trail Community program is designed to recognize communities that promote and protect the Appalachian Trail (A.T.). Towns, counties, and communities along the A.T.'s corridor are considered assets by all that use the A.T. and many of these towns act as good friends and neighbors to the Trail. The program serves to assist communities with sustainable economic development through tourism and outdoor recreation, while preserving and protecting the A.T.. The application requests letters of support from conservation organizations, a draft was presented to the Authority for consideration. On motion of Ms. Wallace, seconded by Mr. Engel members approved the request and authorized the chair to sign a letter of support for the Appalachian Trail Community application.

Easement Donation/Purchase Donation

v. **Huntfish Company, LLC** – Mr. James Turner, agent, applied for an easement donation for his property on Feltner Road. A site visit was conducted on June 9th. Ms. Teetor explained that application has changed since the preliminary approval last month. The applicant has purchased a twelve acre lot fronting on Feltner Road and would like to Boundary line adjust with the 190 acre parcel to create a 106 and 88 acre parcel each with 2 DURs, retiring 3 DURs. The Boundary line will be recorded prior to the Deed of Easement. Another request from the applicant was to allow the secondary dwellings to be up to 3,000 square feet in size. Currently the Deed template allows secondary dwellings up to 2,500 square feet. Members approved a policy that secondary dwellings can be up to 3,000 square feet provided that siting is reviewed and approved by the Authority. On motion of Ms. Wallace, seconded by Ms. Thomas members gave final approval for the easement donation.

w. **Opequon Enterprises** – Mr. Pete Dunning, agent, applied for an easement donation for his property on Ginns Road. The parcel is identified by Tax Map# 20-((A))-16B consisting of 40 acres. It has an existing house and one additional DUR. A site visit was conducted on June 9th. On motion of Ms. Jones, seconded by Ms. Thomas members gave final approval for the easement donation.

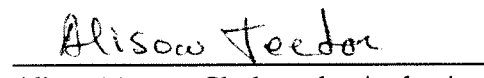
x. **Playgarden** – Mr. Will Robinson had asked for reconsideration of the easement donation for Playgarden. One of the outstanding issues was adherence to the Secretary of Interior standards for any addition to the front or side of the main house. Staff stated that she had spoken to Maral Kalbian, Architectural Historian, who determined that the house was a contributing structure to the Greenway Historic District and therefore the standards for any addition or renovation should be adhered to. Staff was waiting to hear back from Mr. Robinson to determine if this condition was acceptable to the owners.

y. **Dean** – Bill Dean applied for an easement donation for a portion of his property in Boyce. Mr. Dean is developing the portion of his property that is within the Boyce town limits but a 2 acre parcel is on the south side of Roseville Run and has a DUR. Mr. Dean would like to donate the 2 acres and retire the existing DUR and give the property to the home owners association as open-space. He has also agreed to plant a riparian buffer along Roseville Run. Members discussed the application and postponed action in order to insure that VDOT approves a waiver in writing to not require a right-of-way for future access across the 2 acres and that allowing the easement is not in conflict with the Boyce Subdivision ordinance with regards to requiring a certain percentage to be used for active recreation.

Adjournment There being no further business, Mr. Buckley moved and Ms. Wallace seconded that the Authority adjourn to next week for a special meeting to interview Robin Cardillo regarding the public relations position. The motion was approved unanimously.



George L. Ohrstrom, II, Chair



Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 15 May 2014

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 15 May 2014, in the A/B Conference Room, 2nd Floor Government Center.

Present: G. Ohrstrom, L. Wallace, R. Buckley, M. Jones, D. Weiss, W. Thomas

Absent: P. Engel

Staff: A. Teetor, B. Stidham

Call to Order : Mr. Ohrstrom called the meeting to order at 10:00 a.m.

Agenda On motion of Ms. Jones, seconded by Ms. Wallace, the Authority unanimously approved the agenda, as amended to include a discussion on the hiring of the public relations person.

Minutes On motion of Ms. Thomas, seconded by Ms. Jones, the Authority unanimously voted to approve the minutes of April 17, 2014.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of April 30, 2014 is \$68,925.20. There were a total of \$656.12 donations last month. The odd number is due to credit card donations where Square takes a percentage for processing. On motion of Mr. Buckley, seconded by Ms. Wallace approved payment of \$1,037.78 to Kate Petranech for out-of-pocket expenses. On motion of Ms. Jones, seconded by Mr. Weiss approved payment of \$1,540 for payment to Maral Kalbian for work on the Hurricane Sandy grant applications.

Stewardship Fund: The stewardship fund has a balance of \$55,217.38 as of April 30, 2014. Ms. Teetor stated that the balance was less than last month due to the transfer of credit card donations to the general fund.

Public Relations Position

Ms. Petranech was present to provide an update on donations and discuss the filling of the public relations position. She reported on the results of the two most recent campaigns. The winter newsletter generated \$3,400 with 27 donations; the spring newsletter generated \$3,000 with 19 donations to date. She also discussed the need to continue with updating the donation database and production of thank you letters, she suggested, Judith Willetts, as an individual who could maintain the database and generate thank you letters. Ms. Willetts charges \$25/hour and she estimated would cost less than \$500 for the year. Ms. Petranech would agree to generate an updated thank you letter. She again suggested that members have a separate meeting to discuss the goal of the Authority for the next 5 to 10 years to determine what the purpose of the fundraising campaign. She further suggested that Ms. Mackay-Smith and Mr. Hobert be included in the meeting. Ms. Petranech also agreed to help with the year-end appeal for an hourly fee. On motion of Mr. Weiss, seconded by Ms. Wallace members unanimously approved hiring Judith Willetts to track donations and generate thank you letters. On motion of Ms. Wallace, seconded by Ms. Jones, members unanimously approved hiring Ms. Petranech to update the thank you letter and assist with the year-end appeal. Mr. Ohrstrom suggested a company called Studio 51 could produce the summer newsletter if no one was hired on a full-time basis.

Discussion

- a. **Summer Intern** – staff reported the recommendations of the sub-committee consisting of Mr. Buckley and Ms. Wallace who reviewed the resumes. In all 5 resumes were received. In discussing the position, Ms. Wallace asked what the intent of the position is; is it just to get the job done or to get the job done while providing an opportunity for someone to gain experience that will help them on their career path. Mr. Buckley agreed that providing experience was important. Staff was directed to call the applicants to insure they were still interested and check references. The sub-

committee recommends hiring 2 individuals; Austin Humphrey, who is pursuing a degree in environmental law; and Peter Levi, a Clarke County resident who expressed the most interest in the job and is an eagle scout. Members discussed the schedule and stipend agreeing that the interns should start June 2, work 9-5, and would be paid for mileage and \$1,000 each upon successful completion of the inspections. Additional comments were to remind the interns that these were private properties and that no pictures or other information should be posted on facebook or other social media. On motion of Mr. Buckley, seconded by Ms. Wallace, members agreed to hire Austin Humphrey and Peter Levi as interns to complete the easement inspections.

- b. **Crocker Conservancy Update** - Ms. Teetor provided a report in the packet detailing a recent meeting of the Crocker Conservancy at Powhatan School. The group heard from a landscape architect firm regarding the potential structural improvements on the eased land. Mr. Ohrstrom agreed to speak with Jeff Kelbe, Chair of the Crocker Conservancy committee to insure that the terms of the easement would be adhered to with any new construction.
- c. **Donor Thank-you Reception** – members discussed upcoming Donor Thank You reception to be held at Camden, Mr. Ohrstrom’s farm off Pyletown Rd. This year the event will be held on Saturday June 21st from 7 to 9 pm and will include a barbeque dinner. Invitations will be produced and mailed as soon as possible.

Easement Donation/Purchase

Donation


a. **Huntfish Company, LLC** – Mr. James Turner, agent, applied for an easement donation for his property on Feltner Road. The parcel is identified by Tax Map# 31-((A))-19 consisting of 190 acres. The applicant is proposing to retire 5 of the 6 DUR’s. On motion of Ms. Wallace, seconded by Ms. Thomas members gave preliminary approval and requested staff to schedule a site visit.


b. **Opequon Enterprises** – Mr. Pete Dunning, agent, applied for an easement donation for his property on Ginns Road. The parcel is identified by Tax Map# 20-((A))-16B consisting of 40 acres. It has an existing house and one additional DUR. The applicant is proposing to retire the remaining DUR. On motion of Mr. Buckley, seconded by Ms. Jones members gave preliminary approval and requested staff to schedule a site visit.

c. **Playgarden** – Mr. Will Robinson had asked for reconsideration of the easement donation for Playgarden. Staff reviewed email correspondence regarding the terms of the easement and the concerns expressed by the co-owners of the property. The main issues were that any addition to the front or side of the main house would need to meet the Secretary of Interior standards. Staff was directed to talk to Maral Kalbian, Architectural Historian, to determine if the house was still a contributing structure to the Greenway Historic District. Vegetative clearing in the riparian area along the river would be limited to one manicured area for picnicking or a boat landing, the other 2 would be limited to a minimum vegetation height of six feet. Members agreed to increase the allowable amount of collective footprint of structures from 7,000 square feet to 8,000 square feet, to allow for the construction of a 600 square foot apartment.

d. **Other applicants** – Staff provided an update on the outstanding applications, of note Susi Bailey’s easement closed on May 5.

Adjournment There being no further business, Mr. Buckley moved and Ms. Wallace seconded that the Authority adjourn to Thursday 19 June 2014 at 10:00 am. The motion was approved unanimously.


George L. Ohrstrom, II, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 17 April 2014

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 17 April 2014, in the A/B Conference Room, 2nd Floor Government Center.

Present: L. Wallace, R. Buckley, M. Jones, P. Engel, D. Weiss, W. Thomas
Absent: G. Ohrstrom
Staff: A. Teetor, B. Stidham
Call to Order : Mr. Engel called the meeting to order at 10:00 a.m.

Agenda On motion of Mr. Weiss, seconded by Mr. Buckley, the Authority unanimously approved the agenda, as amended to include item 7b procurement update, item 7c Hurricane Sandy grant application – Greenway Court, and two items under easement donation – Greenhalgh and Casey Trees.

Minutes On motion of Mr. Buckley, seconded by Ms. Wallace, the Authority unanimously voted to approve the minutes of March 20, 2014.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of March 31, 2014 is \$68,269.08. There were a total of \$3,020 donations last month. On motion of Mr. Buckley, seconded by Mr. Weiss approved payment of \$708.50 to Kate Petranec for out-of-pocket expenses.

Stewardship Fund: The stewardship fund has a balance of \$55,415.83 as of March 31, 2014. Ms. Teetor stated that credit card donations are now being deposited into the general fund.

Report on status of the Campaign for the Authority

Ms. Petranec reported that the Spring Newsletter will be mailed to donors on Friday. All residents will receive a copy in the tax bills. She also discussed the procurement process and how the Authority might consider redefining the job description. One idea is to split the position into two components – fund raising and public relations. She suggested that the Authority should also determine what the goal is in terms of properties held in easement. A separate retreat outside of a regular meeting might be needed to clarify the objectives for the public relation position. Another idea was to provide additional opportunities to large donors, a separate reception at an eased property or other such event to keep them connected to the easement community.

Discussion

a. Summer Intern – staff included a brief description and background material in regards to hiring a summer intern to conduct easement inspections. An additional resume was received which was distributed. After discussion, members agreed that a subcommittee consisting of Mr. Buckley and Ms. Wallace should review all the resumes received after the newsletter prior to the next meeting and make recommendations to the group as a whole.

b. Procurement – Ms. Teetor was pleased to report that the only applicant for the appraisal position was Wesley Woods of Myers and Woods, who has completed numerous appraisals for Farm and Ranchland grant easements and does an excellent job. To date no applications have been received for the public relations position.

c. Hurricane Sandy grant application – Ms. Teetor explained that a grant opportunity for stabilizing and restoring historic structures in Counties declared disaster areas due to Hurricane Sandy is being offered by the National Park Service. Ms. Kalbian is working on an application for the completion of phase II of the stabilization of Greenway Court. The funds would be used to replace the roofs on the Land Office and Meat House. Replace windows in the Land Office and conduct interior repairs to plaster and floors. Additional work would include a new roof for the carriage house, stone work, and new doors.

The grant request is for \$145,000 with no match requirement. A second grant for conducting an archaeological survey at Greenway Court may be submitted as well. On motion of Ms. Jones seconded by Mr. Buckley, members approved the grant application and authorized the Chair to sign the necessary documents.

Easement Donation/Purchase

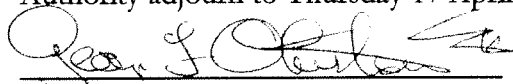
Donation

a. **Ron Miller** – Ronald and Alissa Miller have applied to the easement authority for approval of an easement donation. There are 2 5 acre properties located on the mountain portion of Shenandoah Farms at the end of Shepherd Lane. Both parcels are vacant, wooded, and have 1 DUR. The property owner would like to retire one of the DUR's, merge the 2 properties and build a house. A third property, consisting of 10 acres (0 DURs), owned by the applicant, is in easement, TM# 38-((A))-33F (formally Burgess). The both parcels scored below 35 points (Lot 59 – 31 points, Lot 60 – 30.85 points), and are less than 40 acres. They are adjacent to property in easement and one would give up an existing DUR. A site visit was conducted April 3rd. On motion of Mr. Buckley, seconded by Ms. Wallace the Authority unanimously voted to give final approval to the easement donation on condition that the 3 parcels are merged.

b. **Playgarden** – Will Robinson reapplied to place Playgarden in easement with several major changes to concerns raised by the Authority previously. The current application is for a donation not purchase, there would be no subdivision, and both the remaining DURs would be retired. A third DUR was located on a small parcel on the north side of Clay Hill Road but this has been sold to the adjoining property owner. After discussion, on motion of Ms. Wallace, seconded by Ms. Thomas, members voted to a give final approval to the easement donation.

c. **George Greenhalgh** – Mr. Greenhalgh had submitted an application several months ago for an easement purchase at his farm, Shan Hill. He met with Ms. Teetor last week and is reconsidering the amount of land to place in easement at this time. The property consists of 4 parcels and he is currently considering an easement purchase on two parcels at the north end of the property. Staff will provide more information as Mr. Greenhalgh determines exactly what he would like considered.

Adjournment There being no further business, Mr. Engel moved and Ms. Wallace seconded that the Authority adjourn to Thursday 17 April 2014 at 10:00 am. The motion was approved unanimously.



George L. Ohrstrom, II, Chair



Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 20 March 2014

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 20 March 2014, in the A/B Conference Room, 2nd Floor Government Center.

Present: G. Ohrstrom (arr. 10:20 am), L. Wallace, R. Buckley, M. Jones, P. Engel, D. Weiss
Absent: W. Thomas
Staff: A. Teetor, B. Stidham
Call to Order : Mr. Engel called the meeting to order at 10:00 a.m.

Agenda On motion of Mr. Weiss, seconded by Ms. Wallace, the Authority unanimously approved the agenda, as amended to include item 8a easement donation R. Miller.

Minutes On motion of Mr. Buckley, seconded by Ms. Wallace, the Authority unanimously voted to approve the minutes of February 19, 2014.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of February 28, 2014 is \$65,249.08. There were a total of \$250 donations last month. On motion of Mr. Buckley, seconded by Mr. Weiss approved payment of \$234.09 to Kate Petranec for production of the winter newsletter.

Stewardship Fund: The stewardship fund has a balance of \$55,397.01 as of February 28, 2014. Ms. Teetor explained that the Authority receives donations by credit card on occasion and the current method of processing involves a square reader which requires a bank account for the deposit. Staff discussed this with the Treasurer and her preference was to have the funds deposited in the stewardship account to avoid providing the general fund bank account information. After discussion members agreed that the credit card donations should be deposited in the general fund and directed staff to work with Mr. Judge and Ms. Keeler to make the necessary changes.

Report on status of the Campaign for the Authority

Ms. Petranec provided the monthly report detailing the fundraising activities. She indicated that the 10th anniversary campaign may have had something to do with the increase in donations. The winter newsletter was mailed on March 12th and she is now working on the spring newsletter which will be distributed in the tax bills. Finally the Authority discussed a draft RFP for the public relations position that Ms. Petranec will be vacating next month. This will be forwarded to Mike Legge for posting in the proper format.

Discussion

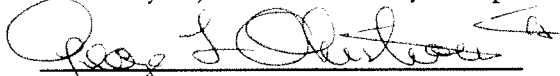
- a. **L. Thomas building envelope** – staff stated that signatures for the building envelope changes are being obtained and she expects the amendment and plat to be recorded in the next month.
- b. **Summer Intern** – staff included a brief description and background material in regards to hiring a summer intern to conduct easement inspections. She also distributed a resume from a woman interested in the position. After discussion, members agreed that they would prefer to hire a student that could get college credit for the completed work. Staff was directed to see what insurance and other procurement issues would be required.

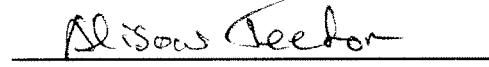
**Easement Donation/Purchase
Donation**

- a. **Ron Miller** – Ronald and Alissa Miller have applied to the easement authority for approval of an easement donation. There are 2 5 acre properties located on the mountain portion of Shenandoah Farms at the end of Shepherd Lane. Both parcels are vacant, wooded, and have 1 DUR. The property owner would like to retire one of the DUR's, merge the 2 properties and build a house. A third property, consisting of 10 acres (0 DURs), owned by the applicant, is in easement, TM# 38-((A))-33F (formally Burgess). The both parcels scored below 35 points (Lot 59 – 31 points, Lot 60 – 30.85 points), and are less than 40 acres. They are adjacent to property in easement and one would give up an existing DUR.

Ms. Teetor explained that there are several considerations when evaluating this application. 1) With a house, the property not qualify for landuse, if placed in easement it would, thereby removing the lots from the tax rolls 2) if reviewed individually one lot would qualify as it is adjacent to an existing easement and giving up a DUR, the other would not qualify as it is only next to an existing easement. 3) The conservation values include being adjacent to an existing easement and retiring 1 DUR. After discussion members agreed to schedule a site visit and continue discussion at the April meeting.

Adjournment There being no further business, Mr. Engel moved and Ms. Wallace seconded that the Authority adjourn to Thursday 17 April 2014 at 10:00 am. The motion was approved unanimously.


George L. Ohrstrom, II, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 19 February 2014

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Wednesday, 19 February 2014, in the A/B Conference Room, 2nd Floor Government Center.

Present: G. Ohrstrom, W. Thomas, L. Wallace, R. Buckley
Absent: M. Jones, P. Engel, D. Weiss
Staff: A. Teetor, B. Stidham
Call to Order : Mr. Ohrstrom called the meeting to order at 10:00 a.m.

Agenda On motion of Ms. Wallace, seconded by Ms. Thomas, the Authority unanimously approved the agenda, as amended to move the closed session to the top of the agenda.

Minutes On motion of Ms. Wallace, seconded by Ms. Thomas, the Authority unanimously voted to approve the minutes of January 16, 2014 as amended.

Closed Session

On motion of Ms. Wallace, 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 and Section 2.2-3711(A)(7) for consultation with legal counsel regarding specific legal matters requiring the providing of legal advice. On motion of Ms. Wallace, seconded by Ms. Thomas, the Authority unanimously approved reconvening in Open Session. Ms. Wallace moved, seconded by Mr. Buckley, 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 Section 2.2-3711(A)(7) for consultation with legal counsel regarding specific legal matters requiring the providing of legal advice; 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:

Mr. Weiss	Absent	Ms. Wallace	Aye	Mr. Buckley	Aye
Mr. Engel	Absent	Ms. Thomas	Aye	Mr. Ohrstrom	Aye
Ms. Jones	Absent				

There were no actions taken subsequent to the Closed Session:

Bank Account: Ms. Teetor explained the new format for reporting the financial statements. As all funds have transferred to the Bank of Clarke County there are no longer LGIP account statements. The stewardship fund has a separate Bank of Clarke County account and standard monthly statements will be provided. The current balance for the stewardship account is 55,153.10. The general fund account statements will show the donations received for the previous month. Ms. Teetor will track expenses and provide a monthly balance. Interest will be reported at the end of the fiscal year. The general fund balance as of January 31, 2014 is \$64,999.08. There were no expenses last month.

Report on status of the Campaign for the Authority

Ms. Petranec provided a report detailing the fundraising activities. Of note was the \$10,000 donation from the Peet Foundation which helped to result in a better than 75% increase in donations from the previous year. She also asked members for ideas for the spring newsletter which will mail in the tax bills. A copy of Ms. Petranec's contract was included in the packet as a template, she asked members to review the goals and objectives of the public relation effort and to consider a theme of generating new donors.

She will work on preparing a request for proposals for review at the March meeting.

Discussion

a. **L. Thomas building envelope** – staff provided an update stating that Mr. Mitchell suggested putting all building envelope changes on one plat and having one Deed of Amendment. Once the plat is complete the documents will be prepared for signatures and recorded.

b. **Robina Bouffault** – Deed of Easement transfer/amendment – Ms. Teetor reported that she spoke with VOF about a possible amendment and co-hold. Erika Richardson, VOF stewardship specialist, stated that it is VOF’s policy not to co-hold easements, when asked if they would consider transferring the easement to the Clarke County Easement Authority, she indicated that this would be a Board decision but it was unlikely to be approved.

Easement Donation/Purchase

Donation

a. **Barbara Schirmacher** – Ms. Teetor reported that the purchase agreement and draft deed of easement was provided to Ms. Schirmacher. Unfortunately, there has been a death in her family and she has been unable respond. The easement donation was approved by the Board of Supervisors at their February meeting.

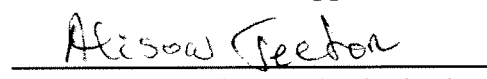
Other

Staff was asked to begin the process of hiring an intern to complete easement inspections next summer. Ms. Teetor will talk to Mr. Judge about the process.

Adjournment There being no further business, Ms. Wallace moved and Ms. Thomas seconded that the Authority adjourn to Thursday 20 March 2014 at 10:00 am. The motion was approved unanimously.



George L. Ohrstrom, II, Chair



Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 16 January 2014

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 16 January 2014, in the A/B Conference Room, 2nd Floor Government Center.

Present: G. Ohrstrom, P. Engel, D. Weiss, W. Thomas, L. Wallace, R. Buckley
Absent: No one
Staff: A. Teetor
Call to Order : Alison Teetor, Clerk to the Easement Authority, called the meeting to order at 10:00 a.m.

Election of Chairman, Vice Chairman, and Treasurer

Ms. Teetor asked for nominations of Chairman to the Authority. Mr. Buckley nominated Mr. Ohrstrom for the position of Chairman for 2014. Ms. Thomas seconded. Mr. Buckley requested the nominations be closed. The Authority voted unanimously to elect Mr. Ohrstrom as Chairman of the Authority for 2014.

Mr. Ohrstrom asked for nominations of Vice Chairman to the Authority. Ms. Thomas nominated Mr. Buckley for the position of Vice Chairman of the Authority for 2014. Mr. Weiss seconded. Ms. Thomas requested that the nominations be closed. The Authority voted unanimously to elect Mr. Buckley as Vice Chairman of the Authority for 2014.

Mr. Ohrstrom asked for nominations of Secretary/Treasurer to the Authority. Ms. Wallace nominated Mr. Engel for the position of Secretary/Treasurer for the Authority for 2014, Mr. Weiss seconded. Ms. Wallace requested that the nominations be closed. The Authority voted unanimously to elect Mr. Engel as Secretary/Treasurer of the Authority for 2014.

Agenda On motion of Mr. Weiss, seconded by Ms. Wallace, the Authority unanimously approved the agenda.
Minutes On motion of Ms. Wallace, seconded by Ms. Thomas, the Authority unanimously voted to approve the minutes of December 18, 2013.

Bank Account: Ms. Teetor reported the monthly bank statement for the Bank of Clarke County showed a balance of \$8,376.37 as of 31 December 2013. The Local Government Investment Pool (LGIP) account balance was \$55,570.48 as of 31 December 2013. The stewardship fund balance as of 31 December 2013 was \$36,637.71. This does not reflect the additional awarded of \$18,513.59 from the Virginia Land Conservation Board.

Ms. Teetor stated that based on a request by the Board of Supervisors and Finance Director, Tom Judge, the Conservation Easement Authority checking account at the Bank of Clarke County was closed and proceeds from the LGIP account transferred to the Bank of Clarke County, County General Fund account under the Easement Authority account number. In addition, Sharon Keeler, Treasurer, opened an interest bearing savings account at the Bank of Clarke for the LGIP stewardship funds and \$36,637.71 plus the FY2014 stewardship grant of \$18,513.59 (+ interest), for a total of \$55,151.30 was be transferred to that account January 13, 2014. Monthly statements for both accounts will be included in the packet beginning in February.

Report on status of the Campaign for the Authority

Ms. Petranech was absent but Jennifer Lee was present to provide an updated Fund Raising results spreadsheet. Based on a couple of large donations (one was \$10,000) at the end of the year, totals from 2013 were \$40,976 nearly twice as much as previous years from roughly the same number of donors.

Discussion

a. L. Thomas building envelope – staff included a draft Deed of Amendment prepared by Mr. Mitchell to address the changes approved to the building envelope on the Linda Thomas easement on Calmes Neck, Tax Map# 31-1-81A, now owned by Wayne and Rebecca Hanley. In addition two other requests for changes were discussed. A site visit was completed January 14th to view the proposed changes. Mark Marchisano purchased Tax Map # 31-1-74 and was present at the meeting and had met with Authority members on his lot on the 14th. After discussion, on motion of Ms. Wallace, seconded by Mr. Engel, members voted to approve the change in location of the building envelope as requested by Mr. Marchisano, with the following conditions:

- 1) The building height is limited to a maximum of 25' above the ground level elevation of the portion of the building envelope fronting the river (labelled front line on plat)
- 2) No trees greater than 6" diameter at breast height would be removed from the area in front of the envelope extending to the river, and
- 3) The size of the building envelope cannot exceed 1 ½ acres

The other lot, Tax Map# 31-1-77, requested a change in location to be further from Calmes Neck Lane. On motion of Ms. Wallace, seconded by Mr. Buckley, members voted to approve this change without condition. Staff will work with Mr. Dunn, land surveyor, and Mr. Mitchell to prepare the necessary documents for recordation.

b. Letter to Powhatan School – The revised letter sent to Ms. Scarborough, Head of Powhatan School, regarding allowable improvements to the eased property, was provided in the packet.

c. Article about Ms. Mackay-Smith – Staff provided a copy of the Winchester Star article detailing her distinguished contribution to the easement authority and County in light of her resignation from the Authority.

d. For the Love of the Land – PEC Publication - Ms. Teetor shared a copy of an article in the publication about the Monastery placing the remaining 960 acres of their property in easement.

Easement Donation/Purchase

Donation

a. Barbara Schirmacher – Ms. Teetor reported that the purchase agreement and draft deed of easement was provided to Ms. Schirmacher. Unfortunately, there has been a death in her family and she has been unable respond. The easement donation is on the Board of Supervisors agenda for approval next week.

Purchase

On motion of Mr. Engel, 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. Engel, seconded by Ms. Thomas, the Authority unanimously approved reconvening in Open Session. Mr. Engel 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

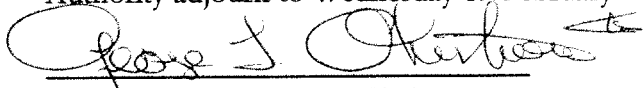
Meeting was convened were heard, discussed, and considered in the meeting by the Authority. The vote on the above motion was:

Mr. Weiss	Aye	Ms. Wallace	Aye	Mr. Buckley	Aye
Mr. Engel	Aye	Ms. Thomas	Aye	Mr. Ohrstrom	Aye

The following actions were taken subsequent to the Closed Session:

On motion of Mr. Engel, seconded by Ms. Wallace, the Authority unanimously voted to give final approval, and directed staff to draft a purchase offer for the Chair's signature, for \$120,000, less the amount deducted based on the adjusted gross income, for the DUR purchase application of Susie Bailey.

Adjournment There being no further business, Mr. Engel moved and Ms. Wallace seconded that the Authority adjourn to Wednesday 19 February 2014 at 10:00 am. The motion was approved unanimously.


George L. Ohrstrom, II, Chair


Alison Teetor, Clerk to the Authority