

CLARKE COUNTY
Conservation Easement Authority
Minutes – 15 January 2015

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 15 January 2015, in the A/B Conference Room, 2nd Floor Government Center.

Present: G. Ohrstrom, D. Weiss, L. Wallace, R. Buckley, P. Engel, M. Jones
Absent: W. Thomas
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. Weiss nominated Mr. Buckley for the position of Chairman for 2015. Mr. Ohrstrom seconded. Mr. Weiss requested the nominations be closed. The Authority voted unanimously to elect Mr. Buckley as Chairman of the Authority for 2015.

Mr. Buckley asked for nominations of Vice Chairman to the Authority. Ms. Jones nominated Mr. Engel for the position of Vice Chairman of the Authority for 2015. Mr. Weiss seconded. Mr. Buckley requested that the nominations be closed. The Authority voted unanimously to elect Mr. Engel as Vice Chairman of the Authority for 2015.

Mr. Buckley asked for nominations of Secretary/Treasurer to the Authority. Ms. Wallace nominated Mr. Ohrstrom for the position of Secretary/Treasurer for the Authority for 2015, Ms. Jones seconded. Ms. Wallace requested that the nominations be closed. The Authority voted unanimously to elect Mr. Ohrstrom as Secretary/Treasurer of the Authority for 2015.

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

Minutes On motion of Mr. Ohrstrom, seconded by Ms. Wallace, the Authority unanimously voted to approve the minutes of December 18, 2014.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of December 31, 2014 is \$82,576.67. There were a total of \$4,168.97 donations last month. On motion of Ms. Wallace, seconded by Mr. Engel members approved payments of \$880.00 to Robin Cardillo for the year end appeal and \$1,042.06 to Winchester Printers for envelopes and the year-end appeal production.

Stewardship Fund: The stewardship fund has a balance of \$72,492.33 as of December 31, 2014.

Public Relations: Ms. Cardillo reported that the total donations received for 2014 was \$36,260, this included a \$10,000 donation from the Pete Foundation. Of 358 donors, 78% gave more than once and there were 9 new donors. In all the year-end appeal had the highest donation rate of any year since the Authority's inception. She also updated the committee on the Land Conservation Award luncheon. The first annual award ceremony will be held on February 2nd at the Camino Real restaurant in Berryville at 12:00. The plaque will be presented and the bird bath will be delivered to

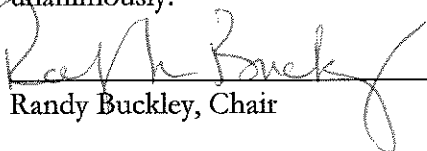
the Mackay-Smith household when the brass plate is finished in a couple of weeks. Ms. Teetor will get permission to hang the plaque near the Governor's Award in the elevator hallway. Ms. Cardillo asked members for ideas for the upcoming winter newsletter, stories will include a legislative update, information on grants, the awards luncheon, and an advertisement for summer interns to conduct easement inspections.


Discussion – Legislative Update: Carolyn Sedgewick, of the Piedmont Environmental Council (PEC) reported on four bills being considered in the general assembly that threaten land conservation. HB1488 would eliminate coholding if the third party has a right of enforcement. HB1572 would amend the open space land act to eliminate perpetual easements and replace with a 5 year cap. HB 1828 and SB 1019 will reduce the available tax credits for individual landowners from 100,000 to 20,000, with an overall reduction in the total allotment from 100 million to 85 million. After discussion, members agreed to send a letter to representatives opposing the bills as they will have a negative effect on land conservation. On motion of Mr. Engel, seconded by Mr. Ohrstrom members voted to approve sending the letter and directed staff to brief the Board of Supervisors and encourage them to send a letter as well.

Easement Donation/Purchase Ms. Teetor updated the Authority on the status of pending easement applications. Mr. Taylor has indicated he will move forward but has not clarified what he intends to do with regards to the number of DURs he would like to retire. Mr. Bowen apparently was unsuccessful at getting his mortgage company to agree to the terms of the easement and has not been in contact since the first of the year. Mr. Boyles was sent a purchase offer and has not responded.

Other Mr. Ohrstrom stated that the Huntfish properties on the mountain had been sold. The previous owner, Mr. Turner had applied to place the properties in easement but Ms. Teetor shared that the easements were never recorded. On motion of Mr. Ohrstrom, seconded by Ms. Wallace members voted to direct staff to send a letter to the new owners with information about conservation easements.

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


Randy Buckley, Chair


Alison Teetor, Clerk to the Authority

February meeting 2015 cancelled

No quorum

CLARKE COUNTY
Conservation Easement Authority
Minutes – 19 March 2015

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 19 March 2015, in the A/B Conference Room, 2nd Floor Government Center.

Present: G. Ohrstrom, M. Hobert, L. Wallace, R. Buckley, P. Engel, M. Jones

Absent: W. Thomas

Staff: A. Teetor, Brandon Stidham

Call to Order : Mr. Buckley, Chair, called the meeting to order at 10:00 a.m.

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

Minutes On motion of Mr. Ohrstrom, seconded by Mr. Engel, the Authority unanimously voted to approve the minutes of January 15, 2015, with corrections.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of February 28, 2015 is \$100,145.16. There were a total of \$18,145.16 donations since December 31st. On motion of Mr. Ohrstrom, seconded by Mr. Engel members approved payments of \$156.78 to Camino Real for the awards luncheon, \$201.00 to Crown Trophy for wall plaque and brass plate for annual award, \$1,200 to Robin Cardillo for newsletter production and \$625 to Gloria Marconi for newsletter production. Ms. Teetor told members that there has been a problem paying bills in a timely manner due to timing of meeting and when procurement issues checks. Mr. Hobert suggested the Authority could approve a resolution authorizing Mr. Stidham to approve payments when invoices are received. The Authority would then be informed at meetings of expenses paid the previous month.

Stewardship Fund: The stewardship fund has a balance of \$72,539.21 as of February 28, 2015.

Public Relations: Ms. Cardillo reported provided an updated spreadsheet on donations received to date, checks are still coming in from the year end appeal. She shared the article in the Winchester Star on the awards ceremony. Everyone agreed that the event was well received. She suggested that members begin a list of potential recipients for next year's award. Mr. Engel suggested Robert Barnes, the abbot at Holy Cross Monastery, for placement of nearly 1,000 acres in easement. A new initiative is to include an ad for the Authority in the County Fair booklet. On motion of Ms. Wallace, seconded by Ms. Jones members approved purchase of a full page ad for \$80 in the Fair booklet. Members also discussed having a booth at the Fair but stated that past efforts were not well attended. The next item of business was a discussion of the photo contest. Ms. Teetor will send a list of past participants to Ms. Cardillo. Mr. Hobert suggested a book or calendar could be made from winning photos and given to donors or person who place their land in easement. Ms. Cardillo also asked for ideas for the Spring newsletter.

Discussion

- e. **Masters – Deed of Easement amendment** – Ms. Teetor explained that an error in the DUR allocation for Glen Masters was discovered after the easement had

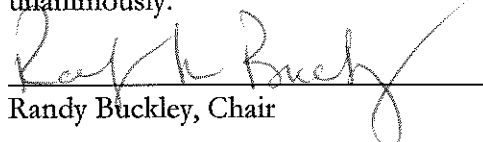
been recorded. Records show that the existing house should have been considered an exemption and therefore the property should have been allocated a DUR. Ms. Teetor had talked to Mr. Masters and he asked if he would be permitted to keep the DUR and be allowed to subdivide, if not he would like to be considered for a DUR purchase. Members asked staff to check with Mr. Mitchell to verify that the DUR should have been allocated and what steps are needed to amend the deed to rectify the situation.

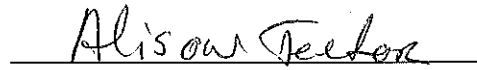
- f. **VaULT Conference** – Ms. Teetor asked members if they were interested sponsoring the 2015 Virginia United Land Trust Conference. There are several levels of sponsorship. On motion of Mr. Engel, seconded by Ms. Wallace, members agreed to sponsor at the \$250 level.

Easement Donation/Purchase

- a. **Jerry Boyles** - Ms. Teetor reported that Mr. Boyles declined the offer of \$40,000 for the DUR purchase on his property located at 224 Mount Prospect Lane.
- b. **David Bralove** – applied for an easement donation of a 67.3 acre property located at 177 Journeys End Lane off of Blue Ridge Mountain Rd.. The property extends into Loudoun County. There are 3 remaining DUR's which would be retired and 4 existing dwellings. The applicant has requested the ability to subdivide a 5 acre parcel along the northwest corner of the property. On motion Ms. Wallace, seconded by Mr. Ohrstrom, member gave preliminary approval on condition that staff discuss with Mr. Mitchell the Authorities ability to hold an easement on the portion of the property in Loudoun County.

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


Randy Buckley, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 16 April 2015

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 16 April 2015, in the A/B Conference Room, 2nd Floor Government Center.

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

Agenda On motion of Ms. Wallace, seconded by Mr. Hobert, the Authority unanimously approved the agenda, with the changes of moving the discussion of the Masters Deed of Amendment after approval of the minutes, addition adding a discussion item regarding Spout Run Farm, and a request for matching funds for a CLG grant application.

Minutes On motion of Ms. Wallace, seconded by Ms. Jones, the Authority unanimously voted to approve the minutes of March 19, 2015, with corrections.

Discussion

Masters – Deed of Easement amendment – At the last meeting, members were briefed on an error in the DUR allocation for Glen Masters that was discovered after the easement had been recorded. Records show that the existing house should have been considered an exemption and therefore the property should have been allocated a DUR. Mr. Masters was present at the meeting and asked if he would be permitted to keep the DUR and be allowed to subdivide, or if he was not able to subdivide could he keep the DUR in order to build a tenant house. Members discussed the issue with Mr. Masters and then decided to go into closed session for further discussion.

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. Jones, the Authority unanimously approved reconvening in Open Session. Mr. Ohrstrom moved, seconded by Ms. Jones, 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. Hobert	Aye	Ms. Wallace	Aye	Mr. Buckley	Aye
Mr. Engel	Aye	Ms. Thomas	Absent	Mr. Ohrstrom	Aye
Ms. Jones	Aye				

The following action was taken subsequent to the Closed Session:

On motion of Mr. Engel, seconded by Ms. Wallace, the Authority unanimously voted to amend the Deed of Easement for Mr. Masters to retain the DUR for a tenant house, not allowing subdivision pending legal consultation with Mr. Mitchell.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of March 31, 2015 is \$102,493.18. There were a total of \$1,771.35 donations in March.

Stewardship Fund: The stewardship fund has a balance of \$72,563.85 as of March 31, 2015.

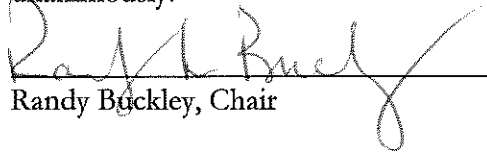
Public Relations: Ms. Cardillo provided an updated spreadsheet on donations received to date, a total of \$2,700 from 25 donors were received as a result of the winter newsletter. She shared the postcard that was developed to promote the photo contest, noting that she neglected to indicate that photos should be of places in Clarke County. A separate sticker will be added prior to distribution. She suggested that perhaps a copy of the winning photo could be given to Adam Foster who has donated \$20,000 to the Authority over two years. Regarding the annual award, Ms. Cardillo suggested a subcommittee be established to discuss potential recipients. Ms. Cardillo also shared that a new brochure detailing top 10 hikes in Clarke County is being developed with the help of Ms. Wallace. This will be posted on the web site and facebook page and available for downloading. The spring newsletter will be ready for distribution in the tax bills. Feature stories highlight an interview with Ken Pitta and information on the photo contest.

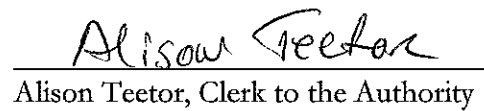
Discussion

- a. **Resolution for approval of payments** – At the last meeting, Ms. Teetor told members that there has been a problem paying bills in a timely manner due to timing of meeting and when procurement issues checks. Mr. Hobert suggested the Authority could approve a resolution authorizing Mr. Stidham to approve payments when invoices are received. The Authority would then be informed at meetings of expenses paid the previous month. A draft resolution was included in the packet. On motion of Ms. Jones, seconded by Mr. Engel members approved the adoption of the draft resolution.
- b. **2015 Internship applications** – Included in the packet was a resume for Christian Thomas for the easement inspection internship. On motion of Ms. Jones, seconded by Mr. Engel members authorized Ms. Teetor to offer Mr. Thomas the internship position for a stipend of \$1,000.
- c. **Spout Run Farm barn siting** – Ms. Teetor reported that Ms. Gallagher had contacted her to request a site visit to review a proposed location for a barn with an apartment. Previously members had reviewed a site location preferred by the owner which was above the 540-foot contour elevation. The deed of easement specifically states that no construction can occur in the area above 540'. The current proposed site was reviewed by Mr. Buckley and Ms. Teetor and is below the 540' contour and located in an area designated as a building envelop for a second house. Members discussed the proposal and requested staff to send a letter to Ms. Gallegher stating that the proposed location will be using the site permitted for the second dwelling.

- d. **CLG grant application** – The Historic Preservation Commission approved submittal of a CLG grant application to develop a book describing story of the history and architecture of Clarke County that considers a variety of building types and historical eras. The book is expected to be developed in 3 phases, or annual grant rounds, each one expected to cost approximately \$15,000. A 30% match, or \$4,500, is required. The HPC is requesting a \$2,500 portion of the match from the Authority. After discussion, on motion by Mr. Ohrstrom, seconded by Mr. Hobert, members approved the match. Additional match will be requested from the Board of Supervisors and Clermont Foundation.

Adjournment There being no further business, Mr. Ohrstrom moved and Ms. Jones seconded that the Authority adjourn to the Thursday May 21st at 10:00 am. The motion was approved unanimously.


Randy Buckley, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 21 May 2015

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 21 May 2015, in the A/B Conference Room, 2nd Floor Government Center.

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

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

Minutes On motion of Ms. Wallace, seconded by Mr. Ohrstrom, the Authority unanimously voted to approve the minutes of April 16, 2015, with corrections.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of April 30, 2015 is \$103,053.18. There were a total of \$560.00 donations in April.

Stewardship Fund: The stewardship fund has a balance of \$72,587.71 as of April 30, 2015.

Public Relations: Ms. Cardillo reported that donations resulting from the Spring newsletter are down as compared to previous years, with 5 donors contributing \$310. The photo contest postcards were mailed to all donors and entrants from last year's contest. Ms. Cardillo will also approach the school and individuals with a known interest in photography. Members discussed prizes and on motion of Ms. Wallace, seconded by Mr. Ohrstrom, agreed to provide \$300, \$200, and \$100 gift cards to Ace Photo, for first, second, or third place winners in each of the 3 categories. Other current activities include the Take a Hike flyer and having a booth at the Farmers' Market.

Discussion

2015 Internship applicants – Ms. Teetor provided members with 3 additional applications for the summer internship. The original applicant Christian Thomas was hired in early May and has already started. Ms. Teetor reported that he has another job and has asked to work primarily on the weekends. Ms. Teetor excused herself from the discussion as one of the applicants is her son. After discussion, members asked staff to contact Mr. Humphrey and Mr. McGuigan to see if they could work weekends with Mr. Thomas. The third applicant was disqualified based on County policy that family members cannot supervise family members. Members also discussed the need to develop policies regarding the work hours and other factors relating to the summer program.

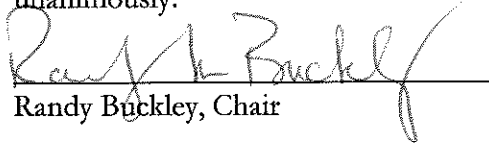
Easement Donation/Purchase

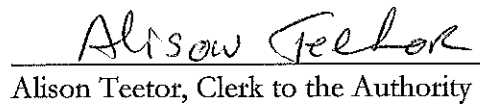
dd. David Bralove – Easement donation – Ms. Teetor stated that she had spoken to the applicant he stated that there are actually 2 properties that he would like included in the easement. The original 67 acres, which has 4 existing dwellings and 3 DURs, and the second property which consists of 13 acres with 1 DUR. Previously members had agreed to allow a 6 acre subdivision that would encompass one of the 4 existing houses. The applicant would like to complete a boundary line adjustment to

create the 6 acre piece leaving a parent tract of 74 acres with 3 houses. A total of 4 DURs would be retired. In addition, the applicant has requested that the Deed include a provision prohibiting timber harvest. On motion of Mr. Engel, seconded by Ms. Wallace members voted to approve the easement donation as requested.

cc. Masters – Deed of Easement amendment – At the last meeting members discussed an error in the DUR allocation for Glen Masters discovered after the easement had been recorded. Records show that the existing house should have been considered an exemption and therefore the property should have been allocated a DUR. Mr. Mitchell was consulted and prepared a Deed of Amendment. The document amends the original Deed to add one DUR allowing for an additional dwelling but no subdivision. On motion of Mr. Engel, seconded by Ms. Wallace, the Authority unanimously voted to amend the Deed of Easement for Mr. Masters to retain the DUR for a tenant house, not allowing subdivision pending legal consultation with Mr. Mitchell.

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


Randy Buckley, Chair


Alison Teetor, Clerk to the Authority

JUNE MEETING CANCELLED

No Quorum

CLARKE COUNTY
Conservation Easement Authority
Minutes – 16 July 2015

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 16 July 2015, in the A/B Conference Room, 2nd Floor Government Center.

Present: R. Buckley, G. Ohrstrom, P. Engel, M. Jones W. Thomas, M. Hobert (arr. 10:30)

Absent: L. Wallace

Staff: A. Teetor

Others Present Mike Cassidy, President Cool Spring Farm

Call to Order : Mr. Buckley, Chair, called the meeting to order at 10:00 a.m.

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

Minutes On motion of Mr. Ohrstrom, seconded by Ms. Thomas, the Authority unanimously voted to approve the minutes of May 21, 2015, with corrections. The June 18 meeting was cancelled due to lack of a quorum.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of April 30, 2015 is \$103,053.18. There were a total of \$333.62 donations in May and \$3,090 donations in June. The balance as of June 30, 2015 is \$106,476.80.

Stewardship Fund: The stewardship fund has a balance of \$72,636.24 as of June 30, 2015.

Public Relations: Ms. Cardillo reported that the judging for the photo contest was conducted on July 13th. In all 26 persons entered the contest, each submitting a maximum of 5 photos. She suggested that a gift be given to Ken Garrett for his time, on motion of Ms. Jones, seconded by Mr. Engel the Authority unanimously approved purchase of a \$300 gift card form ACE photo as a gift for Mr. Garrett's judging the contest. Ms. Cardillo will be working on printing and mounting the winning photos for display at the Fair. She also encouraged Authority members to submit photos for display at the fair if they wish. She also stated that the pictures could be used for calendars and cards to sell in area gift stores or to give to person donating funds or land to the Authority. In other news she reported that donations from the Spring newsletter are down from this time last year, however the donor reception was well attended and raised over \$545 through the plant auction. Ms. Cardillo asked members to think about stories for the upcoming summer newsletter.

Discussion

2015 Monitoring and Inspection – Ms. Teetor included a report from the interns indicating their progress to date on easement inspections. Nearly half of the easement properties have been visited and additional contacts made. They are on track to complete all the inspections prior to the end of August.

Donor Reception – Approximately 75 persons attended the reception, with about 20 attending for the first time. As reported above the plant auction was very successful. Thanks to Mr. Ohrstrom for hosting and purchasing the hanging baskets.

Easement Donation/Purchase

z. David Bralove – Easement donation – Ms. Teetor stated Mr. Bralove had obtained a preliminary appraisal which was lower than he anticipated so he is unlikely to pursue a donation at this time.

aa. Glen Masters – Deed of Amendment – Ms. Teetor reported that the deed of amendment for Mr. Masters has been recorded along with an updated plat reflecting the addition of 1 DUR to the property.

bb. Cool Spring Farm (TM# 16-((A))-55) – easement purchase appraised value – Ms. Teetor stated that she had received an easement application from Mike Cassidy, President Cool Spring Farm LLC for an easement purchase. The parcel is 106 acres and the property owners would like to retire all 3 of the remaining DURs, leaving 2 existing houses. The property is within the Cool Spring Civil War Battlefield Historic District and both federal and state grants are available. The item will be discussed further in closed session.

cc. Larry & William Tavenner – TM#’s 22-((A))-15 &15A) - easement purchase DUR – Ms. Teetor described the application. The Tavenner’s own 2 parcels fronting on Annefield Road at the intersection of Route 340. There is a 5 acre parcel owned by Larry & Linda Tavenner and a 16 acre parcel owned by William and Larry Tavenner. The 16 acres is vacant and has 2 remaining DURs. The Tavenners would like to retire one of the DUR’s and then conduct a boundary line adjustment to create 2 11 acre parcels. The item will be discussed further in closed session.

Mr. Hobert left the meeting.

Report on Applications for Easement Purchase

On motion of Mr. Engel, seconded by Ms. Jones 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. Ohrstrom, seconded by Mr. Buckley, the Authority unanimously approved reconvening in Open Session. Mr. Ohrstrom moved, seconded by Ms. Jones, 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. Hobert	Absent	Ms. Wallace	Absent	Mr. Buckley	Aye
Mr. Engel	Aye	Ms. Thomas	Aye	Mr. Ohrstrom	Aye
Ms. Jones	Aye				

The following action was taken subsequent to the Closed Session:

On motion of Mr. Ohrstrom, seconded by Ms. Thomas, the Authority unanimously voted to approve the easement purchase and authorized staff to complete grant applications for Cool Spring Farm, LLC and schedule a site visit.


On motion of Mr. Ohrstrom, seconded by Mr. Engel, the Authority unanimously voted to approve the DUR easement purchase for Larry and William Tavenner and schedule a site visit.

On motion of Mr. Ohstrom, seconded by Ms. Jones, members approved renewal of Ms. Cardillo's public relations contract for another year.

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



Randy Buckley, Chair



Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 20 August 2015

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 20 August 2015, in the A/B Conference Room, 2nd Floor Government Center.

Present: R. Buckley, G. Ohrstrom, M. Jones W. Thomas, L. Wallace
Absent: M. Hobert, P. Engel
Staff: A. Teetor, B. Stidham
Others Present J.T. Anderson, Powhatan School, Carolyn Sedgewick, PEC
Call to Order : Mr. Buckley, Chair, called the meeting to order at 10:00 a.m.

Agenda On motion of Ms. Wallace, seconded by Mr. Ohrstrom, the Authority unanimously approved the agenda as amended to move the discussion of the Powhatan School site plan after the approval of the minutes, and to add review of a Forest Stewardship Management Plan for Bruce Brownson to discussion item c.

Minutes On motion of Mr. Ohrstrom, seconded by Ms. Jones, the Authority unanimously voted to approve the minutes of July 16, 2015, with corrections.

Discussion – Powhatan School site plan

JT Anderson was present to discuss the proposed construction of the gathering pavilion, wetland boardwalk and pavilion, and bird watching pavilion. He stated that the first structure to be built would be the Gathering pavilion, with the other 2 being built as funds become available. Ms. Teetor explained that the Deed of Easement requires approval of the Authority prior to construction. The Authority had met several times with Kit McGinnis of the School, to discuss the proposed plans for constructing these facilities as part of the ongoing environmental education program. After discussion, on motion of Mr. Ohrstrom, seconded by Ms. Jones, members unanimously approved the request to construct the previously mentioned structures.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of July 31, 2015 is \$107,337.19. There were a total of \$860.39 donations in July. Ms. Teetor also stated that the expenditures have not been deducted from the bank account balance as the County is in a transition to new accounting software, so the actual balance is several thousand dollars less than reported. An accurate balance will be provided at the next meeting.

Stewardship Fund: The stewardship fund has a balance of \$72,660.92 as of July 31, 2015.

Public Relations: Ms. Cardillo reported that the winning photos from the contest were displayed in the Ruritan building at the fair and were well received. She discussed options for using the photos for fundraising efforts and suggested note cards, calendars and tote bags. Ms. Jones suggested the tote bags could be sold at the farmers market. Ms. Cardillo will research costs of production and report back at the next meeting. She also asked members if anyone would be available to work at the farmers market in September, several members thought they could make it either the 3rd or 4th Saturday. Ms. Cardillo also discussed pursuing Family Foundations as sources of donations. She mentioned several foundations that she knew of in the County and that she would continue to try to build on this idea.

Discussion

b. DUR purchases – Ms. Teetor included a spreadsheet in the packet detailing the DUR purchases since the inception of that option in 2010. A total of 15 easements have been secured under the DUR purchase program. Mr. Buckley had requested the summary to refresh members on what the Authority had been offering based on property resource scores and income levels.

c. Forest Stewardship Management Plan and Pre-Harvest – TM#'s 42-A-3 & 4. Jeremy Clem, Blue Ridge Forestry Consulting submitted a Management Plan for approval for a select cut on the above referenced properties. The Deed of Easement requires submission of a plan for approval by the Authority 30 days prior to beginning any material timber harvest. On motion by Mr. Ohrstrom, seconded by Ms. Thomas members approved the Forest Stewardship Management Plan.

d. Moore and Dorsey – Ms. Sedgewick was present and reported that the PEC Board approved the payment request of \$25,000 toward the easement purchase of Moore and Dorsey property TM 16-((A))-16 which was recorded November 15, 2014.

Easement Donation/Purchase

- v. George Greenhalgh – DUR purchase** – Ms. Teetor stated Mr. Greenhalgh has applied to place 2 properties (Tax Map#'s 22-((A))-123 & 22-((A))-123A) in easement using the DUR purchase option. The properties are located on the north side of Eilerslie Road at the intersection with Clay Hill Road. The 2 parcels consist of 94 acres with 4 DURs, and 41 acres with 3 DURs, for a total of 135 acres and 7 remaining DURs. The applicant would like to retire 5 of the remaining 7 DUR's leaving 1 DUR per parcel. The application will be discussed further in closed session.
- w. Cool Spring Farm, LLC grant application** – Ms. Teetor stated that the state grant application has been submitted and we will be notified in September if we have been approved. The federal grant application is currently being prepared. A site visit was conducted on July 29th.
- x. Larry & William Tavenner – TM#'s 22-((A))-15 & 15A - easement purchase DUR** Ms. Teetor stated that since the last meeting the Tavenner's would like the Authority to consider approval of retiring both of the remaining DUR's. A site visit was conducted on July 29th. The item will be discussed further in closed session.
- y. Sue Ross – TM# 23-((A))-47 – easement donation** - Susan Ross has applied for an easement donation. The parcel is located at 804 Lockes Mill Road approximately ¼ mile west of the intersection with Springsbury Road. The parcel is 20 acres with an existing house and 0 remaining DUR's. The property meets 2 of the 4 criteria. The property resource score is 59.92, it is next to an existing easement, no DUR is being retired and it is under 40 acres. Points were given for having frontage on a perennial stream (Lewis Run), and being within the Chapel National Register District. On motion of Mr. Ohrstrom, seconded by Ms. Wallace the Authority unanimously voted to give preliminary approval and schedule a site visit (Ms. Jones abstained).

Report on Applications for Easement Purchase

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

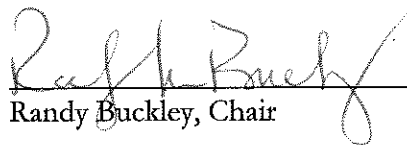
Mr. Hobert	Absent	Ms. Wallace	Aye	Mr. Buckley	Aye
Mr. Engel	Absent	Ms. Thomas	Aye	Mr. Ohrstrom	Aye
Ms. Jones	Aye				

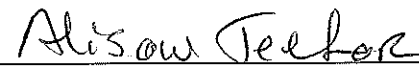
The following action was taken subsequent to the Closed Session:

On motion of Ms. Wallace, seconded by Mr. Ohrstrom, the Authority unanimously voted to give final approval for the DUR easement purchase of Larry and William Tavenner and authorized staff to prepare a purchase agreement for \$40,000 per DUR retired as adjusted for income.

On motion of Ms. Wallace, seconded by Mr. Ohrstrom, the Authority voted to approve the DUR easement purchase for George Greenhalgh and authorized staff to offer \$40,000 per DUR retired pending the site visit, Ms. Thomas abstained.

Adjournment There being no further business, Mr. Ohrstrom moved and Ms. Jones seconded that the Authority adjourn to the Thursday September 17th at 10:00 am. The motion was approved unanimously.


Randy Buckley, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 17 September 2015

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 17 September 2015, in the A/B Conference Room, 2nd Floor Government Center.

Present: R. Buckley, G. Ohrstrom, W. Thomas, L. Wallace, M. Hobert, P. Engel
Absent: M. Jones
Staff: A. Teetor, B. Stidham
Others Present: Robin Couch Cardillo, Carolyn Sedgewick, PEC
Call to Order: Mr. Buckley, Chair, 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.
Minutes On motion of Ms. Wallace, seconded by Ms. Thomas, the Authority unanimously voted to approve the minutes of August 20, 2015, with corrections.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of August 31, 2015 is \$108,587.19. There were a total of \$1,250 donations in August. Ms. Teetor also stated that the expenditures have not been deducted from the bank account balance as the County is in a transition to new accounting software, so the actual balance is approximately \$25,000 less than reported. An accurate balance will be provided as soon as the reporting component of the software is understood.

Stewardship Fund: The stewardship fund has a balance of \$72,685.60 as of August 31, 2015.

Public Relations: Ms. Cardillo reported that donations continue to be down a little from last year, though the number of donors is similar. She also stated that the upcoming year-end appeal is typically the largest fundraiser of the year. As for the Farmers Market, it ended up being a very rainy day and Ms. Cardillo manned the booth by herself. She stated that there were several interested persons that we should follow up with, including Betsy Pritchard and Russ McKelway. She felt that it would be better if at least one easement authority member could be present to answer questions in the future. In regards to the photo contest photos, she stated that she had spoken to personnel at the Barns who thought they could be included in the holiday art show which is showcasing local artists. In addition, Ms. Cardillo shared some cost estimates for products using the photos. On motion of Ms. Wallace, seconded by Ms. Thomas, members unanimously approved ordering 100 folded note cards at \$55. It was suggested that ordering products could be spread out over several years. Other potential products are tote bags, posters, and calendars. Ms. Cardillo and Ms. Teetor met with the high school principal and environmental teacher to discuss how students could get involved with the Authority. The idea of a scholarship was discussed and staff was asked to determine if stewardship funds could be used. Finally, Ms. Cardillo asked members for story ideas for the fall newsletter.

Easement Donation/Purchase

- n. **George Greenhalgh – DUR purchase** – Mr. Greenhalgh has applied to place 2 properties (Tax Map#’s 22-((A))-123 & 22-((A))-123A) in easement using the DUR purchase option. The properties are located on the west side of Ellerslie Road. The 2

parcels consist of 94 acres with 4 DURs, and 41 acres with 3 DURs, for a total of 135 acres and 7 remaining DURs. The applicant would like to retire 5 of the remaining 7 DUR's leaving 1 DUR per parcel. The application will be discussed further in closed session.

- o. Cool Spring Farm, LLC grant application** – Ms. Teetor stated that the state grant application has been submitted and we will be notified in September if we have been approved. The federal grant application was submitted September 2nd. A site visit was conducted on July 29th.
- p. Larry & William Tavenner – TM#'s 22-((A))-15 &15A - easement purchase DUR**
Ms. Teetor stated that since the last meeting the Tavenner's would like the Authority to consider approval of retiring both of the remaining DUR's. A site visit was conducted on July 29th. The item will be discussed further in closed session.
- q. Sue Ross – TM# 23-((A))-47 – easement donation** – The applicant has had the property on the market for several years and recently received an offer and therefore is withdrawing the application.
- r. Linda Armbrust – easement donation** - The parcel consists of 10 acres located on the north side of Pyletown Road (Route 620) at 1886 Pyletown Road approximately 1.8 miles west of the intersection of Pyletown Road and Route 340. The property has one (1) unused Dwelling Unit Right (DUR), and one (1) Exception/Exemption. The applicant would like to retire the remaining DUR. In reviewing the parcel, at three of 4 criteria have been met. The Property Resource Score is 76.98, one DUR is being extinguished, it is next to an existing easement, it is less than 40 acres in size. The parcel is open pasture with the existing residence and associated out buildings. It is within the groundwater recharge area and the Prospect Hill Spring drainage. The parcel has frontage on Pyletown Road, a State scenic byway for 600'. The parcel is within the Chapel Rural Historic District and the house, built in 1886, is a contributing structure. On motion of Mr. Engel, seconded by Ms. Wallace, members voted unanimously to give preliminary approval and schedule a site visit.
- s. Susan Digges – easement purchase, ALE grant** – Ms. Teetor reported that the ALE (formally FRPP) grant had be approved and the County is waiting for the signed contract documents prior to initiating deed development.
- t. Jay Taylor – easement donation** – Ms. Teetor reported that the Mr. Taylor had applied and been approved for the easement donation in November 2014. He has been negotiating with a buyer for the property and is now ready to record, retiring both DURs.
- u. Ken Bell – easement donation** – Mr. Bell had previously applied to place 3 parcels in easement and was preliminarily approved in November 2011. Since that time Mr. Bell acquired a 4th parcel consisting of 5.86 acres with an existing house, bringing his total ownership to 4 parcels, 51.72 acres, located at the end of Greenstone Lane (Carefree

Acres). Members affirmed the preliminary approval for the donation and requested staff to schedule a site visit.

Report on Applications for Easement Purchase

On motion of Mr. Engel, seconded by Mr. Ohrstrom 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. Ohrstrom, seconded by Mr. Buckley, 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. Hobert	Aye	Ms. Wallace	Aye	Mr. Buckley	Aye
Mr. Engel	Aye	Ms. Thomas	Aye	Mr. Ohrstrom	Aye
Ms. Jones	Absent				

The following action was taken subsequent to the Closed Session:

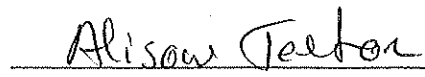
On motion of Ms. Wallace, seconded by Mr. Ohrstrom, the Authority voted to give final approval for the DUR easement purchase of Larry and William Tavenner and authorized staff to prepare a purchase agreement for \$40,000 per DUR retired on condition that Mr. Mitchell does not identify any conflicts. Mr. Hobert left the meeting during discussion and abstained from the vote.

On motion of Ms. Wallace, seconded by Mr. Ohrstrom, the Authority voted to approve the DUR easement purchase for George Greenhalgh and authorized staff to offer \$40,000 per DUR retired pending the site visit. Ms. Thomas abstained. Members requested that the minutes reflect that Mr. Greenhalgh meets the income criteria for 100% payment, and that any additional value of the retired DURs, as determined by an appraisal, are considered a charitable donation.

Other Ms. Sedgewick from the Piedmont Environmental Council, informed the group that PEC is hosting a Farmland Leasing Workshop November 5th in Middleburg. They will also be participating in the annual Conservation Fair held at Powhatan School for area 4th graders.

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


Randy Buckley, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 15 October 2015

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 15 October 2015, in the C Conference Room, 2nd Floor Government Center.

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

Agenda On motion of Mr. Engel, seconded by Ms. Jones, the Authority unanimously approved the agenda with an amendment to add a new application for Edith Thompson under item 8.

Minutes On motion of Mr. Engel, seconded by Ms. Jones, the Authority unanimously voted to approve the minutes of September 17, 2015.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of September 30, 2015 is \$109,414.41. There were a total of \$827.22 donations in September. Ms. Teetor also stated that the expenditures have not been deducted from the bank account balance as the County is in a transition to new accounting software, so the actual balance is approximately \$25,000 less than reported. Mr. Hobert requested that an account of the carry over funds be provided when available.

Stewardship Fund: The stewardship fund has a balance of \$72,709.50 as of September 30, 2015.

Public Relations: Ms. Cardillo reported that donations continue to be down a little from last year, though the number of donors is similar. The fall newsletter is scheduled to be delivered to the printer October 26th. This will be mailed to all County residents in the tax bills. Additional outreach activities include ordering the note cards for distribution in area stores. The cards will feature the photos from the photo contest. She is still working on the powerpoint presentation and hopes that will be ready in early December. She discussed again the possibility of setting up a scholarship for the High School. Members asked if this could be a special fund raising request as typically donated funds are said to be used toward easement acquisition.

Discussion – Susan Molden Indoor Arena siting

Ms. Molden has requested approval to construct an indoor riding arena on her property, located at 1 Morning Star Lane, Tax Map# 20-((2))-6. An easement was recorded for the property in 2005. Terms of the easement require that the Authority approve the construction of any farm building or structure exceeding 4,500 square feet. The proposed arena is anticipated to be 180' x 80' or 14,400 square feet. The Authority conducted a site visit on October 7th to review the location. Ms. Molden was present for the site visit and stated that the arena would be constructed using similar materials and colors as the existing barn and would be no higher in elevation than the existing barn. Members discussed the proposal and expressed concern that a large enclosed structure like this might be used for commercial activities which may negatively impact the conservation values of this and neighboring eased properties. As this was one of the earliest deeds recorded by the Authority a

now standard provision addressing industrial or commercial activities was not included in the original deed. As a result on motion of Mr. Hobert, seconded by Ms. Jones, the Authority approved the construction of the arena on condition that:

1) the deed be amended to include the following language:

INDUSTRIAL OR COMMERCIAL ACTIVITIES. Industrial or commercial activities other than the following are prohibited: (i) agriculture, livestock production (animal husbandry), equine activities, forestry, and related small-scale incidental commercial or industrial operations that Grantee approves in writing as being consistent with the conservation values of this Easement; (ii) processing and sale of products produced on the Property; (iii) temporary or seasonal outdoor activities that do not permanently alter the physical appearance of the Property and that do not diminish the conservation values herein protected; and (iv) activities that can be and in fact are conducted within permitted buildings without material alteration to their external appearance. Notwithstanding the foregoing, temporary indoor or outdoor activities involving 100 or more people or exceeding 7 consecutive days in any 90-day period shall not be permitted without prior written approval of the Grantee.

2) that the applicant provide written documentation regarding the type of materials, size, and the fact that the height of the arena will be the same or lower than the existing barn.

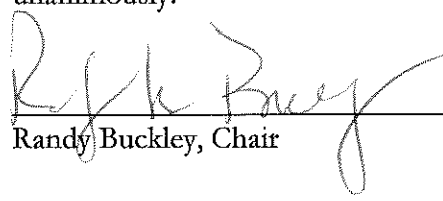
Easement Donation/Purchase

- f. George Greenhalgh – DUR purchase** – staff received the signed purchase agreement and is waiting for approval for the draft deed from the land owner and VDACS.
- g. Cool Spring Farm, LLC grant application** – Ms. Teetor stated that she is still waiting to hear if the grant applications will be funded.
- h. Larry & William Tavenner – TM#’s 22-((A))-15 &15A - easement purchase DUR** Staff reported that the Tavenner’s are still reviewing their options and have not made a decision on completing the easement.
- i. Linda Armbrust – easement donation** - The parcel consists of 10 acres located on the north side of Pyletown Road (Route 620) at 1886 Pyletown Road approximately 1.8 miles west of the intersection of Pyletown Road and Route 340. The property has one (1) unused Dwelling Unit Right (DUR), and one (1) Exception/Exemption. The applicant would like to retire the remaining DUR. A site visit was conducted on October 7th. On motion of Mr. Hobert, seconded by Ms. Jones, members voted unanimously to give final approval for the easement donation and authorized staff to proceed with preparing the deed of easement and other necessary documents.
- j. Susan Digges – easement purchase, ALE grant** – Ms. Teetor reported that the ALE (formally FRPP) grant had be approved and the County has received the signed contract. An appraisal has been ordered and work will begin on preparing the draft deed.
- k. Jay Taylor – easement donation** – Ms. Teetor reported that all required documents have been received and the Board of Supervisors will vote on the approval at the October 20th meeting. Recordation is anticipated later that week.

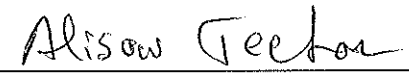
l. **Ken Bell – easement donation** – A site visit was conducted on October 7th. Of particular interest was an existing house that he would like to convert into an accessory structure so as to retire the DUR. Staff suggested Mr. Bell speak with the building inspector to reissue the occupancy permit so that it reflects the structures use as an accessory building. It was also discussed that the existing stove electrical connection be removed. A deed and plat of merger would be recorded prior to the deed of conservation easement. On motion of Mr. Engel, seconded by Mr. Hobert members gave final approval for the easement donation.

m. **Edith Thompson – easement donation-** Edith Thompson has submitted an application for an easement donation. Ms. Thompson owns 6 <1 acre parcels fronting on Route 50 approximately 200feet east of the intersection of Rt. 50 and Howellsville Road. In addition she owns a 8.6 acre parcel with an existing house and an additional DUR. She would like to merge the 7 parcels and retire 7 DURs. Staff only scored the 8.6 acre parcel as the remaining parcels will be merged into this one. The parcel meets 3 of the 4 criteria, next to an existing easement, retiring at least 1 DUR, the property resource score was 82.39. Points for having 2 sides adjacent to an existing easement, frontage on a primary highway, and retiring 7 DUR's. In addition, the parcel has been owned by the Ms. Thompson since 1977. On motion of Mr. Engel, seconded by Ms. Jones, members gave preliminary approval and requested staff to schedule a site visit.

Adjournment There being no further business, Mr. Ohrstrom moved and Ms. Thomas seconded that the Authority adjourn to the Thursday November 19th at 10:00 am. The motion was approved unanimously.



Randy Buckley, Chair



Alison Tector, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 4 November 2015

A special meeting of the Conservation Easement Authority was held at 3:00 pm on Wednesday, 4 November 2015, in the A/B Conference Room, 2nd Floor Government Center.

Present: R. Buckley, G. Ohrstrom, L. Wallace, M. Hobert, W. Thomas
Absent: P. Engel, M. Jones
Staff: A. Teetor, B. Stidham
Others Present No one
Call to Order : Mr. Buckley, Chair, called the meeting to order at 3:00 p.m.

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

Discussion – Susan Molden Indoor Arena siting

Ms. Molden has requested approval to construct an indoor riding arena on her property, located at 1 Morning Star Lane, Tax Map# 20-((2))-6. An easement was recorded for the property in 2005. Terms of the easement require that the Authority approve the construction of any farm building or structure exceeding 4,500 square feet. The proposed arena is anticipated to be 180' x 80' or 14,400 square feet. The Authority conducted a site visit on October 7th to review the location. Ms. Molden was present for the site visit and stated that the arena would be constructed using similar materials and colors as the existing barn and would be no higher in elevation than the existing barn. Members approved the construction of the arena on condition that 1) the deed is amended to include a paragraph regarding the industrial or commercial activities; and 2) that the applicant provide written documentation regarding the type of materials, size, and the fact that the height of the arena will be the same or lower than the existing barn.

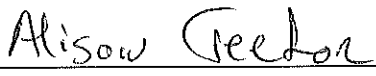
A letter was sent to Ms. Molden outlining the approval with the aforementioned conditions. Upon receipt Ms. Molden called and stated that the excavator indicated the arena would likely be 18" taller than the existing barn. She is requesting that the Authority approve the additional height. After discussion on motion of Mr. Ohrstrom, seconded by Ms. Thomas the Authority approved the request to increase the height of the arena to a maximum of 18" above the existing barn with the following additional conditions:

- 1) The deed of amendment is recorded prior to initiating construction;
- 2) A signed letter from you which includes:
 - a. elevation drawings of the arena in relation to the barn – these can be 3-D renderings, they don't have to be construction drawings, but should show an accurate depiction of the barn and arena with regards to color, windows, roofing, etc.
 - b. A statement indicating that you agree to the conditions required by the Authority
- 3) A certification letter from a surveyor showing the height of the arena and barn after the completion of the arena to be provided to the Authority within 30 days of the arena's completion.

b. Monastery Tree Planting – Staff was by Jay Norman of Blue Line Conservation Incentives regarding a tree planting project they would like to conduct on the Holy Cross Abbey property. The County purchased an easement on the parcel in 2009. They propose to convert approximately 56 acres of cropland into forestland. Staff explained that since the easement purchase was funded by a number of agencies, Virginia Department of Agriculture and Consumer Services, Natural Resource Conservation Service, Virginia Land Conservation Funds, and the County. All agencies have been asked to weigh in on the project. To date, staff has heard from VLCF who was supportive of the project. After discussion, members agreed that the Deed of Easement did not prohibit the conversion of farmland to forest land.

Adjournment There being no further business, Mr. Ohrstrom moved and Ms. Thomas seconded that the Authority adjourn to the Thursday November 19th at 10:00 am. The motion was approved unanimously.


Randy Buckley, Chair


Alison Teetor, Clerk to the Authority

CLARKE COUNTY
Conservation Easement Authority
Minutes – 19 November 2015

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 19 November 2015, in the A/B Conference Room, 2nd Floor Government Center.

Present: R. Buckley, G. Ohrstrom, M. Jones, L. Wallace, W. Thomas, P. Engel
Absent: M. Hobert
Staff: A. Teetor, B. Stidham
Others Present Robin Couch Cardillo, Bob Lee, Ashton Cole, Carlen Emanuel
Call to Order : Mr. Buckley, Chair, 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 with an amendment to move Item 7 discussion to item 3.
Minutes On motion of Ms. Jones, seconded by Ms. Wallace, the Authority unanimously voted to approve the minutes of October 15, 2015 with corrections. On motion of Ms. Thomas, seconded by Ms. Jones the Authority voted to approve the minutes of November 4, 2015 with corrections.

Discussion – Bob Lee Appalachian Trail Conservancy easement holdings Mr. Lee was present to discuss land conservation matters involving Appalachian Trail Conservancy (ATC) properties. He stated that the ATC is interested in selling properties it owns, subject to an appropriate conservation easement held by a qualified easement holder, that are not significant to the ATC vision and mission. He focused his discussion on one particular property identified as Raven Rocks Estates that is located in Clarke County, Virginia and Jefferson County, West Virginia. He stated that the ATC has property in 13 states and is unable to effectively manage those not critical to the mission of protecting the trail. He stated that the advantages to the County for holding the easement include placing it back on the tax rolls, though in land use, and that the deal could include a payment to the Authority in the form of a stewardship fee that could be used to defray the costs of administering the easement. Ms. Carlen Emanuel, land steward for the ATC, described that there are approximately 4-6 additional parcels that could be transferred to the Easement Authority. On motion of Mr. Ohrstrom, seconded by Mr. Engel, members voted unanimously to examine the idea further and directed staff to work with Ms. Emanuel to identify the steps needed to transfer property.

Mr. Ohrstrom asked Mr. Lee what the Stewardship funds could be used for, as Mr. Lee was the individual responsible for drafting the legislation. Mr. Lee responded that there were not specific items listed in the legislation but that the funds are intended to be used for monitoring, legal defense, and other items directly related to stewardship of properties held in easement.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of October 31, 2015 is \$109,666.62. There were a total of \$252.21 donations in October.

Stewardship Fund: The stewardship fund has a balance of \$72,734.20 as of October 31, 2015.

Public Relations: Ms. Cardillo reported that donations continue to be down from last year, she reiterated that the year-end appeal tends to be the biggest fund raising effort. Other outreach

efforts include setting up a spring photo exhibit at the Barns of Rose Hill. Ms. Cardillo and Ms. Teetor will meet with Kelli Hart, executive director, December 9th. Ms. Teetor asked if the photos could be framed for display in the Planning Department hallway at the Government Center. On motion of Ms. Wallace, seconded by Mr. Ohrstrom, members authorized expending \$1,000 to frame photo contest photos. Ms. Cardillo also provided samples of the note cards that will be sold at area gift shops. On motion of Ms. Thomas, seconded by Ms. Wallace members voted to authorize Ms. Cardillo to negotiate with store owners to sell the packets of 6 cards for a minimum of \$8.00. Ms. Cardillo also explained an idea for additional fundraising, where an individual donor gives a large donation and then other donors are encouraged to match the amount. She stated that this has been a successful approach for other entities she has worked with. She will try to set up a meeting with Adam Foster, who has donated significant amounts, to discuss the idea in early December. Ms. Cardillo also asked members to think about the recipient of the annual Land Conservation award. After discussion, members agreed that the Holy Cross Abbey should receive the award. The ceremony and luncheon will be scheduled for early February. With regards to the High School, Ms. Cardillo stated that there will be a Science, Technology, Engineering and Math education (STEM) event this winter and she suggested that the Authority might want to have a booth to display information at that event.

Ms. Jones left the meeting at 11:00 am.

Easement Donation/Purchase

- a. **Edith Thompson – easement donation-** a site visit was conducted November 4th. On motion of Mr. Ohrstrom, seconded by Mr. Engel, members gave final approval for the easement donation.

- b. **Elizabeth Langhorne – easement donation – new application -** Elizabeth Langhorne has submitted an application for an easement donation. Ms. Langhorne recently purchased 3 parcels on the corner of Browntown Rd and Old Chapel Road. The house is addressed at 1371 Old Chapel Road. The parcels are identified as Tax Map#'s 22-((A))-96 8.2 acres with an existing house (New Market) and a <600 square foot apartment, 22-((A))-96A, 2.6 acres is vacant with 1 DUR, and 22-((A))-96B, 5.4 acres is vacant with 1 DUR. She would like to merge the 3 parcels and retire the two remaining DURs. The parcel 96 by itself does not meet the guidelines as it meets 1 of the criteria, a score over 35. The other 2 parcels do meet as they are giving up a DUR and have a score over 35. As the parcels are intended to be merged as a result of the easement, the parcel in its entirety would meet, as it could be considered as giving up a DUR. Points were given for being adjacent to a scenic byway, Browntown Rd, retiring 2 DUR's, and have a contributing structure in the Chapel Historic Rural District. On motion of Ms. Wallace, seconded by Ms. Thomas, members unanimously gave preliminary approval and requested staff to schedule a site visit.

- c. **George Greenhalgh – DUR purchase –** staff received the signed purchase agreement and is waiting for approval for the draft deed from the land owner and VDACS.

- d. **Cool Spring Farm, LLC grant application –** Ms. Teetor stated that the application for the state grant was approved. She is still waiting to hear if the federal grant will be funded.

- e. **Susan Digges – easement purchase, ALE grant** – Ms. Teetor reported that the ALE (formally FRPP) grant had been approved and the County has received the signed contract. An appraisal has been ordered and work will begin on preparing the draft deed.

Report on Applications for Easement Purchase

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

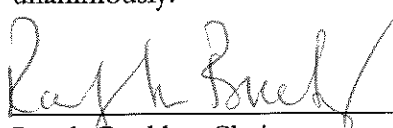
- (i) only public business matters lawfully exempted from Open Meeting requirements under Chapter 2.2-3700, et sec., of the Code of Virginia, as amended, pursuant to Section 2.2-3711-A3 of the Code of Virginia, as amended, to discuss the Acquisition or Sale of Property, and
- (ii) only such public business 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. Hobert	Absent	Ms. Wallace	Aye	Mr. Buckley	Aye
Mr. Engel	Aye	Ms. Thomas	Aye	Mr. Ohrstrom	Aye
Ms. Jones	Absent				

The following action was taken subsequent to the Closed Session:

On motion of Ms. Wallace, seconded by Mr. Ohrstrom, the Authority unanimously voted to give final approval for the DUR easement purchase of William Tavenner and authorized staff to prepare a purchase agreement for \$40,000 for the retirement of one DUR.

Adjournment There being no further business, Mr. Ohrstrom moved and Ms. Thomas seconded that the Authority adjourn to the Thursday December 17th at 10:00 am. The motion was approved unanimously.


 Randy Buckley, Chair


 Alison Teetor, Clerk to the Authority

December meeting 2015 cancelled

No quorum