

**CLARKE COUNTY**  
**Conservation Easement Authority**  
**Minutes – 17 January 2019**

A regular meeting of the Conservation Easement Authority was held at 11:00 am on Thursday, 17 January 2019, at the Millwood Country Club, 340 Country Club Lane, Millwood, Virginia.

**Present:** P. Engel, R. Buckley R. Bacon, G. Ohrstrom, B. Byrd (arr. 11:30), M. Jones, W. Thomas, Terri Catlett  
**Absent:** No one  
**Staff:** A. Teetor, R. Couch Cardillo

**Call to Order:** Alison Teetor, Clerk to the Easement Authority, called the meeting to order at 11:00 a.m.

**Election of Chairman, Vice Chairman, and Treasurer**

Ms. Teetor asked for nominations of Chairman to the Authority. Ms. Thomas nominated Mr. Buckley for the position of Chairman for 2019, Mr. Ohrstrom seconded. The Authority voted unanimously to elect Mr. Buckley as Chairman of the Authority for 2019.

Mr. Buckley asked for nominations of Vice Chairman to the Authority. Ms. Jones nominated Mr. Ohrstrom for the position of Vice Chairman of the Authority for 2019, Ms. Bacon seconded. The Authority voted unanimously to elect Mr. Ohrstrom as Vice Chairman of the Authority for 2019.

Mr. Buckley asked for nominations of Secretary/Treasurer to the Authority. Ms. Bacon nominated Mr. Engel for the position of Secretary/Treasurer for the Authority for 2019, Ms. Thomas seconded. The Authority voted unanimously to elect Mr. Engel as Secretary/Treasurer of the Authority for 2019.

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

**Minutes** On motion of Ms. Jones, seconded by Ms. Bacon, the Authority unanimously voted to approve the minutes of November 15, 2018 with corrections (there was no December meeting).

**Bank Account:** Ms. Teetor handed out the spreadsheets and reviewed the expenditures. Current fund balances show a total fund balance of \$263,656 consisting of \$77,059 in the donations account, \$147,254 in stewardship, and \$39,343 in local funds. The increase in the stewardship account was due to this year's appropriation from DCR of \$44,759.

**Public Relations:** Ms. Cardillo provided an update on the donations to date; this reflects the year end appeal, for a total of 169 donors contributing \$34,815 in 2018, of that amount the year-end appeal netted \$18,975 from 62 donors. This was one of the largest fund raising efforts since the initiation of the program. She asked members why they thought the donations were so high. She hoped that it was due in part to the letter stating that funds were not received from the Virginia Land Conservation Fund. Members also thought that the good economy helps. Ms. Cardillo has received the new note cards from the last photo contest. She will distribute to the local shops. Mr. Engel suggested putting some at the Mt. Airy market at Waterloo. Ms. Cardillo continues to work on the winter newsletter. The main articles will be on the Shockey and Williams easements in addition to the conservation award. She continues to work on the website and hopes to have something out in the next month or so.

**Easement Donation/Purchase**

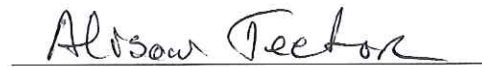
No new applications

**Summary of Accomplishments**

Ms. Teetor briefed members on the 15 year report of accomplishments. The report is required per County Code to summarize the activities of the Authority every 5 years and present the results to the Board. Members thought the report looked complete and suggested it be put on the website.

**Adjournment** There being no further business, Ms. Jones moved and Ms. Thomas seconded that the Authority adjourn to the awards ceremony. The next meeting is scheduled for Thursday February 21<sup>st</sup> 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 February 2019**

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 21 February 2019, in the A/B conference room, 2<sup>nd</sup> Floor Government Center.

**Present:** M. Jones, W. Thomas, R. Buckley, P. Engel, T. Catlett  
**Absent:** G. Ohrstrom, B. Byrd, R. Bacon  
**Staff:** A. Teetor  
**Other:** R. Couch-Cardillo

**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. Engel, the Authority unanimously voted to approve the minutes of January 17, 2019 with minor corrections.

**Bank Account:** Ms. Teetor handed out the spreadsheets and reviewed the expenditures. Current fund balances show a total fund balance of \$271,542 consisting of \$77,754 in the donations account, \$153,859 in stewardship, and \$39,929 in local funds.

**Public Relations:** Ms. Cardillo stated that donations for 2019 are off to a good start with 12 donors contributing \$908. She is working on the winter newsletter stories will include the Land Conservation Award, VDACS grant, and the latest easement closings. Ms. Cardillo presented a new idea of the Authority hosting a symposium or panel discussion on the tax benefits of conservation easements or other such topics. Members agreed it might be good to host with another organization such as the Piedmont Environmental Council. This will be discussed in more detail at the March meeting. Ms. Cardillo then presented a website demo, showing members what she has been working on for the new website. Members agreed the content and visual presentation was very good. Ms. Cardillo hopes to have the site live in March.

**Easement Donation/Purchase**


a. Coleman – DUR purchase - Alida Coleman has applied to the easement authority for approval of an easement DUR purchase. The property is located at 1805 Wrights Mill Road just north of the intersection of Wrights Mill and Russell Roads. The property is identified by Tax Map# 6-A-6. It consists of 23 acres with 1 existing pre-1980 house and 1 DUR. The applicant proposes to retire the remaining DUR. The property meets 2 of the 4 criteria. The property resource score is 54.2. The applicant is retiring 1 DUR. It is not adjacent to an existing easement and it is less than 40 acres. Points were given for retiring 1 DUR, having frontage on the Opequon Creek, and having a house built in 1925 that is eligible to be a contributing structure in a future rural historic district. On motion of Mr. Engel, seconded by Ms. Thomas members gave preliminary approval and requested staff to schedule a site visit.

b. Rowland – DUR purchase or donation - Katharine Rowland has applied to the easement authority for approval of an easement donation or DUR purchase. The property is located at 3264 Millwood Road approximately 1 mile east of the intersection with Bishop Meade Road. The property is identified by Tax Map# 30-A-21A6. It consists of 29.9 acres with 1 existing pre-1980 house and 2 DURs. The applicant proposes to retire one or both of the remaining DURs. The property meets 2 of the 4 criteria. The property resource score is 62.3. The applicant is retiring 1 or 2 DURs. It is not adjacent to an existing easement and it is less than 40 acres. Points were given for retiring 1 DUR, having frontage on Millwood

Road, a state designated scenic byway, and having a house built in 1904 that is a contributing structure in the Greenway Rural Historic District. On motion of Ms. Jones, seconded by Ms. Thomas members gave preliminary approval and requested staff to schedule a site visit.

**Adjournment** There being no further business, Ms. Jones moved and Ms. Thomas seconded that the Authority adjourn the meeting. The next meeting is scheduled for Thursday March 21<sup>st</sup> at 10:00 am but Ms. Teetor is unable to attend that date therefore members agreed to meet Thursday March 28<sup>th</sup> at 10:00 am. The motion was approved unanimously.

  
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Randy Buckley, Chair

  
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Alison Teetor, Clerk to the Authority

**CLARKE COUNTY**  
**Conservation Easement Authority**  
**Minutes – 28 March 2019**

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 28 March 2019, in the A/B conference room, 2<sup>nd</sup> Floor Government Center.

**Present:** M. Jones, W. Thomas, R. Buckley, T. Catlett, G. Ohrstrom  
**Absent:** B. Byrd, R. Bacon, P. Engel  
**Staff:** A. Teetor  
**Other:** R. Couch-Cardillo

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

**Minutes** On motion of Ms. Jones, seconded by Ms. Thomas, the Authority unanimously voted to approve the minutes of February 21, 2019.

**Bank Account:** Ms. Teetor handed out the spreadsheets and reviewed the expenditures. Current fund balances show a total fund balance of \$-154,832 consisting of \$65,465 in the donations account, \$153,859 in stewardship, and \$-374,156 in local funds. The negative balance is due to transfer of funds to Mr. Mitchell's office for the Opequon Cattle Company closing. The easement hasn't closed so we are not able to request reimbursement, in addition, the amount transferred was \$423,555 which is the total appraised value plus closing costs, what should have been transferred was \$317,625 plus closing costs. The difference will be returned to the Authority after closing.

**Public Relations:** Ms. Cardillo stated that donations are currently a little slow but attributes that to the time of year. She anticipates that more donations will come in from the winter newsletter. She is currently working on the spring newsletter and hopes to lead with a story about the Shockey's easement donation. She will contact them to see if they would be interested. Ms. Cardillo also brought up the idea of a summit or panel discussion to discuss tax implications, dispel myths, etc. regarding the easement authority. Ms. Catlett suggested that maybe the Historic Preservation Commission might be interested in cohosting the summit as easements do protect historic resources. Members agreed that having something at the Camino Real restaurant in Berryville from 6:30-8:30 might work well. Ms. Cardillo will continue to flesh out an agenda and speakers. Ms. Cardillo continues to work on the website and hopes to have it live by the end of April.

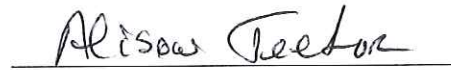
**Easement Donation/Purchase**

a. Coleman – DUR purchase - Alida Coleman has applied to the easement authority for approval of an easement DUR purchase. The property is located at 1805 Wrights Mill Road just north of the intersection of Wrights Mill and Russell Roads. The property is identified by Tax Map# 6-A-6. It consists of 23 acres with 1 existing pre-1980 house and 1 DUR. The applicant proposes to retire the remaining DUR. The property meets 2 of the 4 criteria. The property resource score is 54.2. The applicant is retiring 1 DUR. It is not adjacent to an existing easement and it is less than 40 acres. Points were given for retiring 1 DUR, having frontage on the Opequon Creek, and having a house built in 1925 that is eligible to be a contributing structure in a future rural historic district. A site visit was conducted on February 27<sup>th</sup>. Ms. Coleman is waiting on her 2018 tax return and approval from her mortgage company to move forward. No action was taken by the Authority.

b. Rowland – DUR purchase or donation - Katharine Rowland has applied to the easement authority for approval of an easement donation or DUR purchase. The property is located at 3264 Millwood Road approximately 1 mile east of the intersection with Bishop Meade Road. The property is identified by Tax Map# 30-A-21A6. It consists of 29.9 acres with 1 existing pre-1980 house and 2 DURs. The applicant proposes to retire one or both of the remaining DURs. The property meets 2 of the 4 criteria. The property resource score is 62.3. The applicant is retiring 1 or 2 DURs. It is not adjacent to an existing easement and it is less than 40 acres. Points were given for retiring 1 DUR, having frontage on Millwood Road, a state designated scenic byway, and having a house built in 1904 that is a contributing structure in the Greenway Rural Historic District. A site visit was conducted on February 27<sup>th</sup>. Ms. Rowland is waiting on her 2018 tax return and appraisal information to move forward. No action was taken by the Authority.

**Adjournment** There being no further business, Ms. Jones moved and Ms. Thomas seconded that the Authority adjourn the meeting. The next meeting is scheduled for Thursday April 18<sup>th</sup> at 10:00 am. The motion was approved unanimously.

  
Randy Buckley, Chair

  
Alison Teetor, Clerk to the Authority

**CLARKE COUNTY**  
**Conservation Easement Authority**  
**Minutes – 25 April 2019**

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 25 April 2019, in the C conference room, 2<sup>nd</sup> Floor Government Center. This meeting was originally scheduled for April 18<sup>th</sup> but there were not enough members available for a quorum.

**Present:** M. Jones, W. Thomas, R. Buckley, G. Ohrstrom, B. Byrd, R. Bacon, P. Engel  
**Absent:** No one  
**Staff:** A. Teetor  
**Other:** R. Couch-Cardillo

**Agenda** On motion of Ms. Jones, seconded by Mr. Ohrstrom, 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 March 28, 2019.

**Bank Account:** Ms. Teetor reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$-153,856 consisting of \$66,441 in the donations account, \$153,859 in stewardship, and \$-374,156 in local funds. The negative balance is due to transfer of funds to Mr. Mitchell's office for the Opequon Cattle Company closing. The amount transferred was \$423,555 that is the total appraised value plus closing costs, what should have been transferred was \$317,625 plus closing costs. The easement closed on Monday April 22<sup>nd</sup> so the reimbursement of excess funds should be reflected in next months' report.

**Public Relations:** Ms. Cardillo stated that donations are starting to pick up from the winter newsletter. Currently 40 donors have given \$3,221. The Spring newsletter will be mailed in the June tax bills and will include stories on the Shockey's easement donation, information on the easement workshop, and the easement map. The workshop is scheduled for Thursday June 13<sup>th</sup>, 6:30-8:30pm. Speakers could include a member of the Authority giving an overview, a broker explaining tax advantages, and two or three landowners who could discuss their experience. The agenda will be confirmed in the next couple of weeks. Due to the workshop being held in June, the donor reception has been tentatively scheduled for October 4<sup>th</sup>. Ms. Cardillo also stated that she met with Ms. Kuehner and Ms. Teetor to review the website and she anticipates it will go live within the next couple of weeks.

**Easement Donation/Purchase**

Coleman – DUR purchase - Ms. Coleman is waiting on her 2018 tax return and approval from her mortgage company to move forward. No action was taken by the Authority.

**Report on Applications for Easement Purchase**

On motion of Ms. Bacon, seconded by 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:

Ms. Byrd	Aye	Ms. Bacon	Aye	Mr. Buckley	Aye
Mr. Engel	Aye	Ms. Thomas	Aye	Mr. Ohrstrom	Aye
Ms. Jones	Aye				

On motion of Mr. Engel, seconded by Mr. Ohrstrom the Authority unanimously voted to give final approval to Katharine Rowland for a DUR purchase on the parcel identified by Tax Map# 30-A-21A for the DUR purchase offer to \$40,000/DUR for 2 DURs which when factored in with their 94% income bracket equates to \$75,200.

**Adjournment** There being no further business, Ms. Jones moved and Ms. Thomas seconded that the Authority adjourn the meeting. The next meeting is scheduled for Thursday May 16<sup>th</sup> 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 May 2019**

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 16 May 2019, in the A/B conference room, 2<sup>nd</sup> Floor Government Center.

**Present:** W. Thomas, R. Buckley, B. Byrd, R. Bacon  
**Absent:** M. Jones, G. Ohrstrom, P. Engel  
**Staff:** A. Teetor  
**Other:** R. Couch-Cardillo, John McCarthy - PEC

**Agenda** On motion of Ms. Thomas, seconded by Ms. Bacon, the Authority unanimously approved the agenda, with the addition of John McCarthy from the Piedmont Environmental Council discussion on funding opportunities.

**Discussion** – John McCarthy, Senior Adviser & Director of Strategic Partnerships The Piedmont Environmental Council (PEC). Mr. McCarthy spoke to members about funding opportunities, specifically using private foundation funding to leverage federal grants. He provided the Land Trust Alliance summary of May 15 2019 House Agriculture Committee’s Conservation & Forestry Subcommittee to review USDA Farm Bill Conservation Programs. The Chairwoman is Abigail Spanberger, Virginia, who recognized “the good work that farmers are doing and the value of these federal programs (ALE, ACEP, etc.), which are vital not just to the livelihood of farmers but, in fact, to our larger efforts to address conservation challenges and global climate change.” The importance to the Authority is that additional funding could be coming to the ALE program, which provides 50% of funding for appraised value easement purchases. Private non-profit funding through PEC, that could be used as match, includes the Agua Fund. According to their website, the Agua Fund’s environmental grantmaking at the national level supports work to improve water quality. As a member of the Chesapeake Bay Funders Network, the Agua Fund collaborates with other foundations to restore water quality in the six-state watershed of the Chesapeake Bay. Local grantmaking focuses on protecting the watershed of the Shenandoah River in Virginia by addressing issues of water, land, and food. Mr. McCarthy also mentioned the Volgenau Foundation (TVF) that was established in 1994 as an operating foundation fostering conservation of natural resources and the education of children. This is another potential source of funds that could be used to leverage the federal grants. Other discussion was on the Healthy Watersheds project. The project is funded through the Virginia Department of Forestry and focused on finding ways to improve the water quality in the Chesapeake Bay watershed through forest conservation. Moving forward members agreed to solicit property owners who might qualify for the ALE grants.

**Minutes** On motion of Ms. Thomas, seconded by Ms. Bacon, the Authority unanimously voted to approve the minutes of April 25, 2019.

**Bank Account:** Ms. Teetor reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$253,248 consisting of \$66,575 in the donations account, \$153,825 in stewardship, and \$32,848 in local funds. Expenses were related to the spring newsletter production.

**Public Relations:** Ms. Cardillo stated that donations are starting to pick up from the winter newsletter. Currently 51 donors have given \$4,556. The Spring newsletter was mailed in the June tax bills and includes stories on the Shockey’s easement donation, information on the easement workshop, and the easement map. The workshop is scheduled for Thursday June 13<sup>th</sup>, 6:30-8:30pm. Speakers will include a member of the Authority giving an overview, a broker explaining tax advantages, and three

landowners who could discuss their experience. Members agreed to send a postcard to property owners adjacent to easements to encourage attendance. Due to the workshop being held in June, the donor reception has been tentatively scheduled for October 4<sup>th</sup>.

**Report on Applications for Easement Purchase**

a. Sam & Elizabeth Conrad have applied for a DUR purchase. The property is located at 13869 Lord Fairfax Highway (Route 340) approximately 6/10 of a mile north of the intersection with White Post Road. The property is identified by Tax Map# 28-A-24A. It consists of 14.9 acres with an existing pre-1980 house (built in 1956) and 1 DUR. The applicant proposes to retire the remaining DUR. The property meets 3 of the 4 criteria. The property resource score is 73.5. The applicant is retiring 1 DUR. It is surrounded by existing easements, (Buckley, Joe Sipe, Thompson) it is less than 40 acres. Points were given for retiring 1 DUR, having frontage on Route 340, a primary highway, frontage on the railroad, having land in the groundwater recharge area, having a house built in 1956 that is within the Greenway Rural Historic District and could be a contributing in the future. On motion of Ms. Bacon seconded by Ms. Thomas, members gave preliminary approval and requested staff to schedule a site visit.

b. Katharine Rowland has applied for a DUR purchase. This application has received final approval and closing will be scheduled in the next couple of weeks.

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


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

Ms. Byrd	Aye	Ms. Bacon	Aye	Mr. Buckley	Aye
Mr. Engel	Absent	Ms. Thomas	Aye	Mr. Ohrstrom	Absent
Ms. Jones	Absent				

On motion of Ms. Bacon, seconded by Ms. Thomas the Authority unanimously voted to give final approval to Alida Coleman for a DUR purchase on the parcel identified by Tax Map# 6-A-6 for the DUR purchase offer to \$40,000/DUR for 1 DUR.

**Adjournment** There being no further business, Ms. Bacon moved and Ms. Thomas seconded that the Authority adjourn the meeting. The next meeting is scheduled for Thursday June 20<sup>th</sup> at 10:00 am. The motion was approved unanimously.

  
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Randy Buckley, Chair

  
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Alison Teetor, Clerk to the Authority

**CLARKE COUNTY**  
**Conservation Easement Authority**  
**Minutes – 20 June 2019**

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 20 June 2019, in the A/B conference room, 2<sup>nd</sup> Floor Government Center.

**Present:** W. Thomas, R. Buckley, M. Jones, R. Bacon, G. Ohrstrom  
**Absent:** B. Byrd, P. Engel  
**Staff:** A. Teetor  
**Other:** R. Couch-Cardillo

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

**Minutes** On motion of Ms. Bacon, seconded by Ms. Thomas, the Authority unanimously voted to approve the minutes of May 16, 2019.

**Bank Account:** Ms. Teetor reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$212,833 consisting of \$63,989 in the donations account, \$153,825 in stewardship, and \$-4,981 in local funds. Ms. Bennett from Joint Administrative Services needs to review why there is a negative balance in the local funds account. Expenses in June were related to the Rowland closing.

**Public Relations:** Ms. Cardillo stated that donations are good for this time of year. Specifically she mentioned that there was one donation of \$1,750. Ms. Teetor explained that this was from a transfer tax based on the sale of a 13 acre lot from the Elrod easement off of Route 7 on Rock Hall Farm Lane. She also provided a debriefing on the workshop that was held Thursday June 13<sup>th</sup> at the Camino Real Restaurant. She stated that approximately 15 landowners attended which was more than expected. Members who attended agreed that the workshop was very successful and the format and speakers were excellent. If we have another workshop next year Mr. Ohrstrom suggested getting a microphone and Ms. Cardillo suggested a sign in sheet. She stated that she is working on the summer newsletter that will highlight an easement landowner, follow-up on the workshop and a picture with caption of the summer intern.

**Report on Applications for Easement Purchase**

a. Licking Valley Construction Company, Bo Welch agent Licking Valley Construction, Bo Welch, agent, has applied to the easement authority for approval of an easement DUR purchase. The properties are located in the 2200 block of Frogtown Road, approximately 1 mile south of the intersection of Frogtown Road and Morgans Mill Road. There are 2 parcels Tax Map# 32-5-4 is 13 acres, Tax Map# 32-5-7 is 9.9 acres. Each has 2 DURs and are vacant. The applicant proposes to retire one DUR on each parcel leaving 1 DUR remaining on each parcel. The property meets 2 of the 4 criteria. The property resource score are 42.18 and 43.34. The applicant is retiring 1 DUR on each of the parcels. It is not adjacent to any easements, and it is less than 40 acres. Points were given for retiring 1 DUR, having frontage on the Appalachian Trail property, and having slopes greater than 25%. On motion of Mr. Ohrstrom, seconded by Ms. Thomas members gave preliminary approval and asked staff to schedule a site visit.

b. Alida Coleman – Ms. Teetor explained that she is working with the lender to gain subordination on the deed of easement.

c. Katharine Rowland – the deed was recorded on June 5<sup>th</sup>.

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

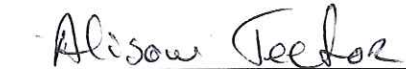
- (i) only public business matters lawfully exempted from Open Meeting requirements under Chapter 2.2-3700, et sec., of the Code of Virginia, as amended, pursuant to Section 2.2-3711-A3 of the Code of Virginia, as amended, to discuss the Acquisition or Sale of Property, and
- (ii) only such public business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

Ms. Byrd	Absent	Ms. Bacon	Aye	Mr. Buckley	Aye
Mr. Engel	Absent	Ms. Thomas	Aye	Mr. Ohrstrom	Aye
Ms. Jones	Aye				

On motion of Mr. Ohrstrom, seconded by Ms. Thomas the Authority unanimously voted to give final approval to Sam and Elizabeth Conrad for a DUR purchase on the parcel identified by Tax Map# 28-A-24A for the DUR purchase offer to \$40,000/DUR for 1 DUR.

**Adjournment** There being no further business, Ms. Bacon moved and Ms. Thomas seconded that the Authority adjourn the meeting. The next meeting is scheduled for Thursday July 18<sup>th</sup> at 10:00 am. The motion was approved unanimously.

  
Randy Buckley, Chair

  
Alison Teetor, Clerk to the Authority

**CLARKE COUNTY**  
**Conservation Easement Authority**  
**Minutes – 18 July 2019**

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 18 July 2019, in the A/B conference room, 2<sup>nd</sup> Floor Government Center.

**Present:** W. Thomas, R. Buckley, G. Ohrstrom, Terri Catlett  
**Absent:** B. Byrd, P. Engel, M. Jones, R. Bacon  
**Staff:** A. Teetor  
**Other:** R. Couch-Cardillo

**Agenda** On motion of Ms. Thomas, seconded by Mr. Ohrstrom, 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 June 20, 2019.

**Bank Account:** Ms. Teetor reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$226,769 consisting of \$64,806 in the donations account, \$154,319 in stewardship, and \$7,644 in local funds.

**Public Relations:** Ms. Cardillo stated that donations are slowing down but still trickling in. She is working on the summer newsletter and plans to do a story on the summer intern, Sophia Dorsey, who is completing her third year conducting inspections. Hopefully the story will encourage new applicants next year. She asked members for ideas for a landowner interview. She suggested Randy Sprouse who had participated in the workshop. Mr. Buckley opined that he might be good but that his experience was a little different than most as he sold the property immediately after placing it in easement. He suggested that maybe we could do a story on a family or individual who placed land in easement in the 70's or early 80's. Ms. Teetor will look back and see if who might be available. The donor appreciation dinner is scheduled for October 4<sup>th</sup> at Camden. Mr. Ohrstrom said he would arrange for Monk's Barbeque to cater the dinner. Ms. Cardillo thanked him and also thanked him for paying for the workshop dinner and drinks. All members were very appreciative of his generosity. Mr. Ohrstrom stated that Mr. Buckley had also contributed. Ms. Walker suggested that one of Ginger Reuling's bird houses could be actioned along with fall mums. Ms. Cardillo also asked the group about participating in the upcoming County fair to see if any changes needed to be made. Members agreed that the current advertising, banners, and display seemed to be effective.

Ms. Cardillo stated she also plans to finish up the website and put it online in August.

**Report on Applications for Easement Purchase**

a. Ann Brown – Ms. Brown has applied to place an easement on her farm, known locally as Poulshot. The property is located at 1489 Millwood Road approximately ½ mile west of the intersection with Bishop Meade Road. The property is identified by Tax Map# 29-A-16A. It consists of 34 acres with an existing pre-1980 house (built in 1953) and 2 DURs. The applicant proposes to retire both the remaining DURs. The property meets 2 of the 4 criteria. The property resource score is 74.9. The applicant is retiring 2 DURs. It is not next to an existing easements and it is less than 40 acres. Points were given for retiring 2 DURs, having frontage on Millwood Road, a state scenic byway, having 21 acres in the within Prospect Hill Spring drainage basin, having 2/10 of a mile of stream frontage on Page Brook, and having two structures that are contributing in the Chapel Rural Historic District. Ms. Brown originally applied under the DUR purchase program but is consulting with her financial advisors

to determine if a donation would be better for her. On motion of Mr. Ohrstrom, seconded by Ms. Thomas members gave preliminary approval and requested staff to schedule a site visit.

b. Licking Valley Construction Company, Bo Welch agent Licking Valley Construction, Bo Welch, agent, has applied to the easement authority for approval of an easement DUR purchase. The properties are located in the 2200 block of Frogtown Road, approximately 1 mile south of the intersection of Frogtown Road and Morgans Mill Road. There are 2 parcels Tax Map# 32-5-4 is 13 acres, Tax Map# 32-5-7 is 9.9 acres. Each has 2 DURs and are vacant. The applicant proposes to retire one DUR on each parcel leaving 1 DUR remaining on each parcel. A site visit was conducted on July 11<sup>th</sup>. This item will be discussed in closed session.

c. Sam & Elizabeth Conrad – this item will be discussed in closed session.

d. Alida Coleman – this item will be discussed in closed session.

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

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

Ms. Byrd	Absent	Ms. Bacon	Absent	Mr. Buckley	Aye
Mr. Engel	Absent	Ms. Thomas	Aye	Mr. Ohrstrom	Aye
Ms. Jones	Absent	Ms. Catlett	Aye		

Mr. Conrad was present to discuss his ideas for a business on the property proposed for the easement. The County amended it’s zoning ordinance in 2017 to permit Farm Machinery Sales and Service as a permitted use in the AOC zoning district. Requirements include:

1. Approval of a site development plan by the Planning Commission per Article 6 shall be required;
2. The property is located shall have frontage on a Federal primary highway (US 340, US 522, US 50/17, 7);
3. The total floor area of the building or buildings used for farm machinery sales and service shall not exceed 11,999 square feet without an approved special use permit.
4. All service activities shall be conducted within an enclosed building.
5. No outdoor storage shall be permitted. Outdoor display of machinery shall be permitted within the building envelope and shall be designated on the site plan.
6. Service and repair activities shall be limited to farm machinery and equipment including but not limited to farm tractors, combines, harvesters, and the like. No service or repair of automobiles, heavy trucks, or other motor vehicles shall be permitted.

Members discussed the proposal to determine if the business would be considered too intensive for an eased property. The current deed template restricts the size of individual farm buildings to 4,500 square feet with specific approval from the Easement Authority. Approval is based primarily on how visible the building would be from roads or other properties. Members asked Mr. Conrad if he would be willing to locate the building behind the house and if he thought he would need a structure larger than 4,500 sq. ft.. Mr. Conrad stated that he would not be opposed to locating the building behind the house and pointed to an area behind a treeline on the aerial photo. He did request that he be permitted to locate a piece of farm equipment or other like display as advertising for the building. He also stated that he was fine with a 4,500 sq. ft. building but may want to build one for the shop and another for his personal use and equipment. Ms. Teetor stated that parcels under 15 acres are permitted up to 15,000 sq. ft. of structural improvements, this includes existing structures. The Property currently has approximately 2,500 sq. ft. of improvements. Another question was whether Mr. Conrad had talked to VDOT about the entrance, as there could be a requirement for a turn lane that could be expensive to construct. Mr. Conrad stated he had not been in contact with VDOT.

On motion of Mr. Ohrstrom, seconded by Ms. Thomas members approved the potential business with the following conditions:

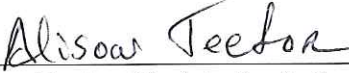
- 1) A building restriction line be located in front of the house to prevent any the location of any large building (> 1,000 sq ft)
- 2) The appraisal will be paid up front by the Easement Authority provided that the Authority is reimbursed at closing
- 3) There is limited outdoor display (to be outlined in the deed of easement)

On motion of Mr. Ohrstrom, seconded by Ms. Thomas the Authority unanimously voted to give final approval to Licking Valley Construction. The applicant applied for a DUR purchase, however based on the 3 year average adjusted gross income members asked staff to encourage the applicant to encourage an easement donation. For the parcels identified by Tax Map# 32-5-4 and 32-5-7.

On motion of Mr. Ohrstrom, seconded by Ms. Thomas members approved payment for an appraisal for Alida Coleman, Tax Map# 6-A-6.

**Adjournment** There being no further business, Ms. Thomas moved and Mr. Ohrstrom seconded that the Authority adjourn the meeting. The next meeting is scheduled for Thursday August 15<sup>th</sup> at 10:00 am. The motion was approved unanimously.

  
Randy Buckley, Chair

  
Alison Teetor, Clerk to the Authority

**No August meeting**



**CLARKE COUNTY**  
**Conservation Easement Authority**  
**Minutes – 19 September 2019**

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 19 September 2019, in the A/B conference room, 2<sup>nd</sup> Floor Government Center.

**Present:** W. Thomas, R. Buckley, G. Ohrstrom, P. Engel, M. Jones, R. Bacon  
**Absent:** B. Byrd, Terri Catlett  
**Staff:** A. Teetor  
**Other:** R. Couch-Cardillo

**Agenda** On motion of Mr. Ohrstrom, seconded by Ms. Thomas, the Authority unanimously approved the agenda with the addition of an easement donation application for Rolling Ridge under item 5e.

**Minutes** On motion of Mr. Ohrstrom, seconded by Ms. Thomas, the Authority unanimously voted to approve the minutes of July 18, 2019.

**Bank Account:** Ms. Teetor reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$248,812 consisting of \$74,950 in the donations account, \$152,716 in stewardship, and \$21,147 in local funds. Members asked if Ms. Bennett could change the title of the Stewardship account to stewardship/restricted fund. Ms. Teetor also shared a request from the Clarke County High School Athletic program for sponsorship banners. On motion of Mr. Ohrstrom, seconded by Mr. Engel, members agreed to sponsor \$1,000 for full coverage.

**Public Relations:** Ms. Cardillo shared the current tally of donations. She stated that there have been \$16,686 from 82 donors. A large donation was received as a result of a transfer fee from the sale of George Greenhalghs 90 acre parcel to Brian Ferrell. She stated that the website is finished and asked members to give one final check before it goes live. The summer newsletter has been sent out, the main story is about Susie Bailey and her easement donation and community service. The Donor appreciation reception is scheduled for October 4<sup>th</sup> from 6:30 to 8:30 at Camden. Invitations were sent out last week to both financial donors and easement donors, a total of over 400 invites. Ms. Teetor stated she has started getting RSVP's totaling approximately 15 person to date. The fall newsletter is scheduled to go out the 3<sup>rd</sup> week in October she will contact Smithfield Farm for the feature story. She will also include a story on the VDACS presentation where Clarke was recognized for the 100<sup>th</sup> recorded easement using VDACS funds. Ms. Cardillo also asked members for ideas for the year end appeal letter – her theme is what critical need do the donations fill. Ms. Teetor stated that several recent easement purchases utilized donations for appraisals and for match.

**Report on Applications for Easement Purchase/Donation**

a. Ann Brown – Ms. Brown has applied to place an easement on her farm, known locally as Poulshot. The property is located at 1489 Millwood Road approximately ½ mile west of the intersection with Bishop Meade Road. The property is identified by Tax Map# 29-A-16A. It consists of 34 acres with an existing pre-1980 house (built in 1953) and 2 DURs. The applicant proposes to retire both the remaining DURs. The property meets 2 of the 4 criteria. The property resource score is 74.9. The applicant is retiring 2 DURs. It is not next to an existing easements and it is less than 40 acres. Points were given for retiring 2 DURs, having frontage on Millwood Road, a state scenic byway, having 21 acres in the within Prospect Hill Spring drainage basin, having 2/10 of a mile of stream frontage on Page Brook, and having two structures that are contributing in the Chapel Rural Historic District. Ms.

Brown originally applied under the DUR purchase program but is consulting with her financial advisors to determine if a donation would be better for her. A site visit was conducted on September 17<sup>th</sup>. The applicant is still working on determining if a donation or purchase is requested. No action is requested at this time.

b. Licking Valley Construction Company, Bo Welch agent Licking Valley Construction, Bo Welch, agent, has applied to the easement authority for approval of an easement DUR purchase. The properties are located in the 2200 block of Frogtown Road, approximately 1 mile south of the intersection of Frogtown Road and Morgans Mill Road. There are 2 parcels Tax Map# 32-5-4 is 13 acres, Tax Map# 32-5-7 is 9.9 acres. Each has 2 DURs and are vacant. The applicant proposes to retire one DUR on each parcel leaving 1 DUR remaining on each parcel. A site visit was conducted on July 11<sup>th</sup>. After the site visit Mr. Welch phoned staff to withdraw the application. He had spoken to his accountant who stated that he could have a similar financial gain by giving up the 2 DURs as a result of the merger and not have the restrictions of a Conservation Easement.

c. Sam & Elizabeth Conrad – Mr. Conrad has requested a revision to his application to allow a 4,800 square foot building to be located in the front yard of the property located at 13869 Lord Fairfax Highway, this item will be discussed in closed session.

d. Alida Coleman – Staff provided an update indicating that the appraisal has been completed and approved by the Bank so closing will hopefully be scheduled in October.

e. Rolling Ridge Foundation – new application for an easement donation  
The Rolling Ridge Foundation has applied to the easement authority for approval of an easement donation. The property is located at the north end of the Cool Spring Battlefield on the Shenandoah River. The property is identified by Tax Map# 17-A-2A. It consists of 22.97 acres with 2 DURs. The applicant proposes to retire the remaining DURs. The property meets 3 of the 4 criteria. The property resource score is 58.9. The applicant is retiring 2 DURs. It is next to an existing easement (Cool Spring) and it is less than 40 acres. Points were given for retiring 2 DURs, having frontage on the Shenandoah River, being adjacent to an existing easement, having a perennial stream, and steep slopes. On motion of Mr. Ohrstrom, seconded by Ms. Jones, members gave preliminary approval and asked staff to schedule a site visit.

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

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

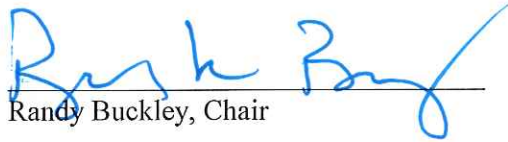
Ms. Byrd	Absent	Ms. Bacon	Aye	Mr. Buckley	Aye
Mr. Engel	Aye	Ms. Thomas	Aye	Mr. Ohrstrom	Aye
Ms. Jones	Aye	Ms. Catlett	Absent		

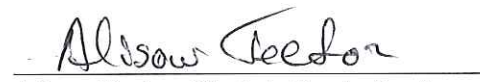
At the July meeting, On motion of Mr. Ohrstrom, seconded by Ms. Thomas members approved the potential business with the following conditions:

- 1) A building restriction line be located in front of the house to prevent any the location of any large building (> 1,000 sq ft)
- 2) The appraisal will be paid up front by the Easement Authority provided that the Authority is reimbursed at closing
- 3) There is limited outdoor display (to be outlined in the deed of easement)

Members discussed the applicants request to allow a 4,800 square foot building in the front yard. On motion of Mr. Ohrstrom, seconded by Ms. Jones members reiterated the original approval offer and denied the request to locate the building in the front yard. Mr. Buckley abstained.

**Adjournment** There being no further business, Ms. Thomas moved and Mr. Ohrstrom seconded that the Authority adjourn the meeting. The next meeting is scheduled for Thursday October 17<sup>th</sup> at 10:00 am. The motion was approved unanimously.

  
Randy Buckley, Chair

  
Alison Teetor, Clerk to the Authority

No October meeting

**CLARKE COUNTY**  
**Conservation Easement Authority**  
**Minutes – 21 November 2019**

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday 21 November 2019, in the A/B conference room, 2<sup>nd</sup> Floor Government Center.

**Present:** W. Thomas, R. Buckley, G. Ohrstrom, M. Jones, R. Bacon  
**Absent:** B. Byrd, Terri Catlett, P. Engel  
**Staff:** A. Teetor  
**Other:** R. Couch-Cardillo

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

**Minutes** On motion of Ms. Jones, seconded by Ms. Bacon, the Authority unanimously voted to approve the minutes of September 19, 2019 with minor corrections.

**Bank Account:** Ms. Teetor reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$221,474 consisting of \$67,416 in the donations account, \$153,140 in stewardship/restricted, and \$919 in local funds. Ms. Teetor stated that the closing for Alida Coleman was the was the large expense this month, other expenditures were for the newsletter.

**Public Relations:** Ms. Cardillo stated that donations are picking up with 101 donors contributing over \$19,000 in funds. She is working on the year-end appeal that will be mailed after Thanksgiving. She also asked members to begin thinking about possible recipients for the 2019 Land Conservation Award. After discussion members suggested Harry Benham who has provided legal counsel and guidance pertaining to easements for many clients, in addition to placing his 242 acre farm in easement in 2011. Ms. Teetor will call Mr. Benham to see if he is available in January.

**Report on Applications for Easement Purchase/Donation**

a. Sally and Luke Neff – The Neffs have applied to donate an easement on their properties. The property is located in the 7200 Block of Howellsville Road. The property currently consists of 3 1 acre parcels identified as Tax Map#'s 37A2-7-8, 9, &10. Each lot has 1 DUR. The applicant proposes merge the lots into one parcel and retire two of the three remaining DURs. The property meets 3 of the 4 criteria. The property resource score is 46.8. The applicant is retiring 2 DURs. It is across the road from an existing easement and it is less than 40 acres. Points were given for retiring 2 DURs. The parcel offers protection of a significant natural feature -- having frontage on the Shenandoah River. On motion of Mr. Ohrstrom, seconded by Ms. Bacon members gave preliminary approval and asked staff to schedule a site visit.

b. Potomac Appalachian Trail Club (PATC) - The PATC, Phil Paschall, agent, has applied to the easement authority for approval of an easement DUR purchase. The property is on Hidden Hollow Lane, off Mount Carmel Road approximately 1.4 miles north of Route 50. The property is identified by Tax Map# 39-A-53. It consists of 59.7 acres with 3 DURs. The applicant proposes to retire the remaining DURs. The property meets all of the 4 criteria. The property resource score is 69.42. The applicant is retiring 3 DURs. It's next to an existing easement and it is more than 40 acres. Points were given for retiring 3 DURs, being adjacent to Appalachian Trail property and an existing easement, and being owned by PATC for between 20 and 30 years. The applicant is a non-profit organization requesting a DUR purchase. There is a policy which is to offer payment of up to 25% of the value of the easement for

appraisal purchase easements but no current policy for non-profits wanting a DUR purchase. Members discussed adopting a policy that would limit offers to non-profits at \$25,000/DUR. This would have to be approved by the Board as well. They also asked if the PATC was able to take advantage of tax credits. Ms. Teetor will ask Mr. Paschall. On motion of Mr. Ohrstrom, seconded by Ms. Thomas members gave preliminary approval and asked staff to schedule a site visit.

c. Sam & Elizabeth Conrad – Mr. Conrad has indicated he would like to move forward with the original plan to put the machine shed behind the house. Ms. Teetor will speak with the appraiser to see if he thinks the bank will approve the easement.


d. Alida Coleman – The easement was recorded on November 7th.

e. Rolling Ridge Foundation – Ms. Teetor placed the easement donation on the Board consent agenda and it was approved. The Foundation is working on transferring the property from the Appalachian Trail Conservancy and then simultaneously recording the transfer and easement. It is anticipated that the closing will occur late spring.

f. Ann Brown – Poulshot – Ms. Teetor spoke to Ms. Brown earlier this week and she has not made any progress on deciding on an easement purchase or donation.

**Adjournment** There being no further business, Ms. Thomas moved and Mr. Ohrstrom seconded that the Authority adjourn the meeting. The next meeting is scheduled for Thursday December 19<sup>th</sup> at 10:00 am. The motion was approved unanimously.

  
Randy Buckley, Chair

  
Alison Teetor, Clerk to the Authority

**No December meeting**