

Clarke County Conservation Easement Authority

Meeting Minutes

Friday, May 10, 2024 – 10:00 AM

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

ATTENDANCE			
Randy Buckley (Chair)	✓	John Hedlund	✓ ^E
George L. Ohrstrom, II (Vice-Chair)	✓	Michelle Jones	✓
Walker Thomas (Secretary/Treasurer)	X	Bev McKay	✓
Rives Bacon	✓		

E-Denotes electronic participation

STAFF PRESENT: Alison Teetor, Lorien Lemmon, Danielle Ritter (Planning Office Manager/Zoning Officer)

OTHERS PRESENT: Robin Couch-Cardillo

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

Approval of the Agenda – May 10, 2024:

The Authority voted 6-0-0 to approve the Agenda with the addition of Item 9. Williams - closed session to discuss the acquisition of real property and Item 7b. Update on second iPad.

Motion to approve the Agenda as amended:			
Buckley (Chair)	AYE	Hedlund	AYE
Ohrstrom (Vice-Chair)	AYE	Jones	AYE (seconded)
Bacon	AYE (moved)	McKay	AYE

Approval of Meeting Minutes – April 12, 2024:

The Authority voted 6-0-0 to approve the April 12, 2024 meeting minutes as amended with minor changes requested by the Authority.

Motion to approve Meeting minutes for April 12, 2024 as corrected:			
Buckley (Chair)	AYE	Hedlund	AYE
Ohrstrom (Vice-Chair)	AYE	Jones	AYE (moved)
Bacon	AYE (seconded)	McKay	AYE

Bank Account:

Ms. Lemmon reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$575,185.71 consisting of \$169,848.70 in the donations account, \$245,801.15 in stewardship/restricted, and \$159,535.86 in local funds. Ms. Lemmon explained that the expenditures for April included legal fees for the Lilly easement. Ms. Lemmon stated that the Lilly easement closing used up \$41,125.00 of the remaining VDACS money and Ms. Teetor noted that VDACS granted a six-month extension for the Fansler easement, which will also help use up the remaining FY22 VDACS funds.

Campaign for the Authority:

Ms. Couch-Cardillo stated that donations were \$5,195.00 from 43 donors. She explained that the Spring newsletter had been mailed out using the list of addresses the County uses to mail out tax bills. She noted

that once duplicate addresses were removed, Winchester Printers sent the newsletter to approximately 6,000-7,000 recipients.

Ms. Couch-Cardillo inquired about CEA banners and Ms. Teetor noted that two banners were located in the Planning Department office. Ms. Teetor mentioned that a banner used to be displayed at Berryville Farm Supply and that the banners at the Clarke County Fairgrounds are usually kept on site in order to be displayed again the following year.

The Authority requested that staff ask Berryville Farm Supply to hang a CEA banner on store property and for staff to apply for a sign permit with the Town of Berryville. Ms. Bacon inquired if there was a location in Berryville Farm Supply where a poster could be displayed and requested staff to ask if posters may be displayed there as well.

The Authority discussed other locations where a banner and posters may be shown across the County and voted 6-0-0 to approve the purchase of two new banners and posters.

Motion to approve purchase of two new banners and posters:			
Buckley (Chair)	AYE	Hedlund	AYE
Ohrstrom (Vice-Chair)	AYE (moved)	Jones	AYE
Bacon	AYE (seconded)	McKay	AYE

Ms. Couch-Cardillo reported that the CEA had no new donors for the month of April.

Discussion:

a. Landscape Software Invoice

Ms. Lemmon explained the invoice from Dendroyka for the Landscape software used for annual monitoring of easement properties held by the Authority. Vice-Chair Ohrstrom mentioned that the invoice could be paid out of stewardship funds and Ms. Lemmon stated that the Authority receives around \$7,500 a year to cover stewardship costs from the Virginia Land Conservation Foundation (VLCF).

The Authority voted 6-0-0 to renew the 1-yr contract for the Landscape software for \$3,700.

Motion to approve \$3,700 Landscape 1-year subscription:			
Buckley (Chair)	AYE	Hedlund	AYE
Ohrstrom (Vice-Chair)	AYE (moved)	Jones	AYE (seconded)
Bacon	AYE	McKay	AYE

Ms. Jones asked if the subscription price seemed stable and Ms. Teetor noted that this year's contract was \$500 more than the contract for 2023. Ms. Teetor stated that Landscape saves hours of staff time and Ms. Lemmon explained that the software ensures that crucial details to the annual monitoring are not missed and that the reports are consistent amongst the sites.

b. Second iPad Price Update

Ms. Lemmon explained that the pricing for the iPad used to run the Landscape software in the field would be at full cost, not the First Net discount as previously discussed and approved. She recommended an iPad that was a year older and closer in cost to the previously approved iPad.

The Authority voted 6-0-0 to approve the purchase of a different iPad.

Motion to approve revised purchase of 2nd iPad:			
Buckley (Chair)	AYE	Hedlund	AYE (seconded)
Ohrstrom (Vice-Chair)	AYE	Jones	AYE
Bacon	AYE	McKay	AYE (moved)

Report on Easement Donations/Purchases:

a. Summary of easement applications/inquiries

Ms. Lemmon gave a broad overview of the current status of active applications and inquiries for easements. She explained the updated map and table used to track easements that are in various stages. She stated that there had been four easements recorded within the past month including Lilly, Bryant, and the two McDonald parcels.

She briefly explained her conversations with Mr. Williams about building size restrictions and building envelopes but noted that overall, he seemed amenable to all of the terms. She mentioned that Ms. Greenhalgh is currently in conversation with family members about the final acreage and configuration of the parcels that would go into easement. Ms. Teetor stated that Ms. Fine is still discussing the terms of the easement with her attorney. Ms. Lemmon explained that she had numerous inquiries due to the winter newsletter and the solicitation letter that was sent in January.

Ms. Teetor stated that staff is still waiting on a contract with the Natural Resources Conservation Service (NRCS) and had requested a 6-month extension for VDACS funding for the Fansler easement.

Williams – TM 14-A-37B – DUR purchase, closed session

On motion of Vice-Chair Ohrstrom, seconded by Mr. McKay 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. Bacon, seconded by Vice-Chair Ohrstrom the Authority unanimously approved reconvening in Open Session. Chair Buckley moved, seconded by Vice-Chair Ohrstrom, 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:

Buckley (Chair)	AYE	Hedlund	AYE
Ohrstrom (Vice-Chair)	AYE	Jones	AYE
Bacon	AYE	McKay	AYE

The Authority voted 6-0-0 to give final approval to George Williams, IV for a DUR purchase on the parcel identified by Tax Map# 14-A-37B for a total of \$40,000 for the purchase of 1 DUR.

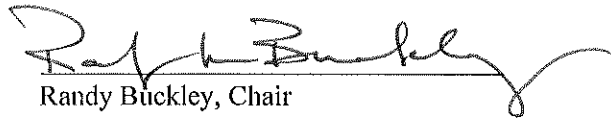
Motion to grant final approval and offer \$40,000 for retiring 1 DUR to George Williams, IV:			
Buckley (Chair)	AYE	Hedlund	AYE (seconded)
Ohrstrom (Vice-Chair)	AYE	Jones	AYE
Bacon	AYE (moved)	McKay	AYE

Adjournment

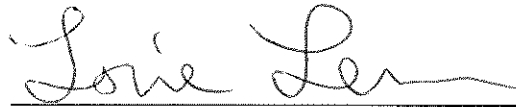
There being no further business, the Authority agreed to adjourn the meeting at 10:34 AM. The next Clarke County Easement Authority meeting is scheduled for June 14, 2024 at 10 AM in the A/B conference room, Government Center, Berryville.

The Authority voted 6-0-0 to adjourn the May 10, 2024 meeting at 10:34 AM.

Motion to adjourn to the May 10, 2024 meeting at 10:34 AM:			
Buckley (Chair)	AYE	Hedlund	AYE
Ohrstrom (Vice-Chair)	AYE (moved)	Jones	AYE
Bacon	AYE (seconded)	McKay	AYE



Randy Buckley, Chair



Lorien Lemmon, Clerk to the Authority