

CLARKE COUNTY
Conservation Easement Authority
THURSDAY – 19 March 2020 – 10:00 am
A/B Conference Room, 2nd Floor Government Center

AGENDA

1. Approval of Agenda
2. Approval of Minutes of the meeting of 20 February 2020
3. Bank Account balances
4. Campaign for the Authority
5. Discussion
 - a. application solicitation
 - b. interns
6. Easement Donation/Purchase
 - a. Niswander – new application easement donation
 - b. Blue Ridge Hunt – DUR purchase
 - c. Potomac Appalachian Trail Club – DUR purchase
7. Report on Applications for Easement Purchase
Motion to go into Closed Session pursuant to Section 2.2-3711-A3 of the Code of Virginia, as amended, to discuss the Acquisition or Sale of Property and Section 2.2-3711(A)(7) for consultation with legal counsel regarding specific legal matters requiring the providing of legal advice.

Adjournment - next meeting – Thursday April 16th 10 am

CLARKE COUNTY
Conservation Easement Authority
draft Minutes – 20 February 2020 draft

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday 20 February 2020, 10:00 am in the A/B conference room, 2nd Floor Government Center.

Present: G. Ohrstrom, R. Buckley R. Bacon, B. Byrd, M. Jones, W. Thomas, Terri Catlett, P. Engel (arr. 10:15)

Absent: No one

Staff: A. Teetor, R. Couch Cardillo

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

Minutes On motion of Ms. Bacon, seconded by Ms. Jones, the Authority unanimously voted to approve the minutes of January 16, 2020 with corrections.

Bank Account: Ms. Teetor reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$279,145 consisting of \$83,015 in the donations account, \$193,941 in stewardship/restricted, and \$2,189 in local funds.

Public Relations: Ms. Cardillo stated that donations continue to trickle in; so far, in 2020 we have received \$1,590 from 12 donors. Some of these maybe a result of the year end campaign. She also discussed topics for the upcoming winter newsletters, she will highlight 2019 easement statistics, the award luncheon, and suggested somewhat of a flashback topic – how the easement authority compares to VOF in terms of criteria for parcel selection and other topics.

Report on Applications for Easement Purchase/Donation

a. Blue Ridge Hunt, Anne McIntosh, agent has applied to the easement authority for approval of an easement. The property is located at 1040 Kennel Road approximately 6/10 of a mile south of the intersection with Route 50. The property is identified by Tax Map# 28-A-24A. It consists of 10 acres with an existing pre-1980 house (built in 1961) and 1 DUR. The applicant proposes to retire the remaining DUR. The property meets 3 of the 4 criteria. The property resource score is 60.61. The applicant is retiring 1 DUR. It is across the road from a VOF easement (Northfield Farm) it is less than 40 acres. Points were given for retiring 1 DUR, being adjacent to an existing easement, having a house built in 1961 that is within the Greenway Rural Historic District and could be a contributing in the future, and being owned by the Hunt for over 50 years. A site visit was conducted on February 19th.

At the last meeting, members discussed the application and since the Hunt is not a non-profit, they suggested that the applicant may want to consider a DUR purchase to help raise funds. Ms. Teetor contacted Ms. McIntosh and they are interested in a purchase. Next, Ms. Teetor asked if she could provide the 3 most recent tax returns in order to determine the Adjusted Gross Income (AGI). Ms. McIntosh did provide the returns but upon review it was determined that in order to equate the S-Corp return form 1120 to a personnel tax return 1040 AGI that each person with an interest in the Hunt as an entity would need to provide their individual tax returns for the past 3 years. As this maybe cumbersome and not result in a favorable easement value, members suggested a donation might be better for the Hunt.

On motion of Ms. Thomas, seconded by Mr. Ohstrom, the Authority unanimously voted to approve an easement donation for the Blue Ridge Hunt property. Ms. Jones and Ms. Catlett abstained.

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 is 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. Members also discussed what the applicant intended to do with the property and why they want to retire all of the remaining DUR's. Staff was requested to ask the property owner if they would consider retaining 1 DUR. A site visit was conducted on February 19th. 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. Bacon	Aye	Mr. Buckley	Aye	Mr. Engel	Aye
Ms. Thomas	Aye	Mr. Ohrstrom	Aye	Ms. Jones	Aye
Ms. Catlett	Aye				

On motion of Mr. Ohrstrom, seconded by Thomas members voted to approve a DUR purchase of 2 of the remaining 3 DURs for \$20,000/DUR.

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

Randy Buckley, Chair

Alison Teetor, Clerk to the Authority

JAS - B Bennett

Through 03/12/2020

FY2020

Fund 235 - Conservation Easement Balances

SOY FY20 -

Fiscal Year 2020

	Total Fund Balance	Donations	Stewardship/Restricted Funds Account	Local Funds
	225,880	63,641	154,595	7,644
July Rev/AR		2,034	230	15,000
July Exps/AP		-90	-2,109	-500
Aug Rev/AR		10,270	231	-998
Aug Exps/AP		-1,330	194	0
Sept Rev/AR		1,920	0	0
Sept Exps/AP		-4,770	198	0
Oct Rev/AR		1,010	0	-41,676
Oct Exps/AP		-4,513	40,401	21,448
Nov Rev/AR		2,163	0	0
Nov Exps/AP		-2,783	202	0
Dec Rev/AR		10,629	0	-910
Dec Exps/AP		-920	0	3,125
Jan Rev/AR		7,570	0	-945
Jan Exps/AP		-790	0	0
Feb Rev/AR		250	0	0
Feb Exps/AP		-1,311	0	0
Mar Rev/AR		200	0	0
Mar Exps/AP		-1,170	0	0
YTD Rev/AR	117,074	36,045	41,455	39,573
YTD Exps/AP	64,814	17,677	2,109	45,028
Adjustments	0	0	95	-95
YTD FUND BALANCE (AR & AP)	278,139	82,009	194,036	2,054

Brenda Bennett: Transfer from Gen Fund

Brenda Bennett: CE Stewardship annual state funds

Brenda Bennett: Coleman-VDACS reimbursement-21,448

Brenda Bennett: Land Use Rollback Tax-\$3,125.02

Brenda Bennett: adjustment for previous year transaction

VDACS

22,770.73 Expires 12/31/2019 (FY2018)
 75,738.77 Expires 12/31/2020 (FY2019)
 58,333.00 Expires 12/31/2021 (FY2020)

156,842.50
 -20,000.00
 -21,448.00
 115,394.50

Anticipated Easement Closings:

Sam & Elizabeth Conrad (estimated)
 Alida Coleman-CLOSED-Actual Exp/Rev above

-20,000.00

ESTIMATED YTD FUND BALANCE 258,139 82,009 194,036 -17,906

230,789.00 AVAILABLE Estimated YTD BALANCE-VDACS

FY19 Expenditure Appropriations	Appropriated	Actual Expenses	Appropriated Balance Remaining
General Expenses	45,000	24,758	20,242
Alida Coleman easement	40,000	40,056	-56
	85,000	64,814	0

Clarke County: includes expenses not specifically designated to an easement (including donation, stewardship and monthly Hall, Monahan expenses)

Through March 12, 2020

Conservation Easement Expense Detail - FY20

	Donations	Stewardship	Local Funds
July	90.00 Clarke County Ruritan Club-Ad for Fair catalog	2,000.00 Sophia Dorsey-inspections 109.04 Sophia Dorsey-mileage	500.00 Myers & Woods Appraisal Group
	<u>90.00</u>	<u>2,109.04</u>	<u>500.00</u>
<u>AUGUST</u>	480.00 Robin Couch Cardillo-summer newstr & website 450.00 Gloria Marconi Illustration-summer newstr 400.00 Clarke County Fair-sponsorship-pig scramble	<u>0.00</u>	997.50 Hall, Monahan, Engle-Legal svcs for July 2019
	<u>1,330.00</u>		<u>997.50</u>
<u>Sept</u>	2,500.00 Clarke County Treas-match for DHR CLG Grant 720.00 Robin Couch Cardillo-summer newstr & fair 445.00 Winchester Printers-Remittance envelopes 1,011.38 Winchester Printers-Summer '19 newstr 93.70 BB&T - Postage & Staples	<u>0.00</u>	<u>0.00</u>
	<u>4,770.08</u>		1,620.00 David Leroy - Appraisal 1805 Wrights Mill Rd 40,056.00 CE Purchase - Alida Coleman
<u>Oct</u>	800.00 Robin Couch Cardillo-finalize website 537.52 Winchester Printers-Reception Invite mailing 100.00 Gloria Marconi Illustration-convert newstr forms 1,625.17 Monks BBQ - Thank You Event 450.00 Gloria Marconi Illustration-Fall newstr 1,000.00 CCHS - Donation to CCHS Athletic Dept	<u>0.00</u>	<u>41,676.00</u>
	<u>4,512.69</u>		
Nov	1,000.00 Eric W. Wright - Tent rentals 960.00 Robin Couch Cardillo- Fall newstr 823.47 BMS Direct	<u>0</u>	<u>0.00</u>
	<u>2,783.47</u>		910.00 Hall, Monahan, Engle-Legal svcs for Nov 2019
Dec	720.00 Robin Couch Cardillo-CE svcs for year end 200.00 Gloria Marconi Illustration-EOY appeal letter	<u>0</u>	<u>910.00</u>
	<u>920.00</u>		944.61 Winchester Printers-Annual appeal letter
Jan	34.75 Crown Trophy-engraved plates 400.00 Robin Couch Cardillo-prepare land conservation 355.00 Locke Store-CEA Award Luncheon	<u>0</u>	<u>944.61</u>
	<u>789.75</u>		
Feb	1,125.34 Robin Couch Cardillo-Jan services 186.00 BB&T-Svcs & postage	<u>0</u>	<u>0.00</u>
	<u>1,311.34</u>		
Mar	450.00 Gloria Marconi Illustration-winter 2020 newstr 720.00 Robin Couch Cardillo-winter newstr & website	<u>0</u>	<u>0.00</u>
	<u>1,170.00</u>		
YTD Totals	Donations <u>17,677</u>	Stewardship <u>2,109</u>	Local Funds <u>45,028</u>



ROBIN COUCH CARDILLO

March 13, 2020

Clarke County Conservation Easement Authority
Fundraising Report
March 2020 meeting

Donor Statistics

See attached Master Report

- 2020 total: \$1,790.00 from 13 donations

Ongoing

-*Winter newsletter*

- Mailed

-*Educational take-away material for landowners considering easement*

- Working on content, concept

Ellen Smith

402 Mill Lane
Boyce, VA 22620
540-216-8784
eesrider@gmail.com

Education

- Clarke County High School, Class of 2022
- Pursuing an Advanced Diploma, GPA: 4.25
- Varsity letters in Cross Country and Track
- Member National Art Honor Society

Experience

- Work at a small horse barn, grooming, cleaning, and helping with young horses

Volunteer

- Grace Episcopal Church, Berryville, VA
 - Acolyte
 - Backpack Ministry
- Clarke County Historical Association
 - Art at The Mill, fall and spring shows

Interests

- Reading, history, photography, kayaking

References

Terri Catlett, 540-533-3325
Kathy Campbell, 540-303-1873

-

Meridith Long

(540)450-7804(cell)

884 Old Ferry Lane
Bluemont, Virginia 20135

mmlong@vt.edu

Education: Freshman

Grade Average: 2.61

Marketing/Business Courses:

High School:

Digital and Social Media Marketing

IB Business Management Pt 2

IB Business Management Pt 1

Fundamentals of Marketing

Economics and Personal Finance

Major: Environmental Conservation and Society

Environmental Courses:

College:

Principles of Fish and Wildlife

Leading Global Sustainability

Skills: Operation of computer(Microsoft Word, Powerpoint, Excel, all Google programs)

Activities/Interests:

Clarke County High School Activities:

DECA member

2015- 2019 (DECAHS 2018, 2019)

HOSA member

2017-2018

Volleyball

Varsity

fall 2017,2018 (Captain 2018)

Junior Varsity

fall 2015,2016

Softball

Varsity

spring 2017

Junior Varsity

spring 2015, 2016 (Captain 2015, 2016)

Junior Prom Planning Committee

2018

Virginia Tech Activities:

Circle K

2019-Present

Community Activities:

Western Loudoun Volleyball Club 2018-2019

Apple Valley Volleyball Club 2016-2018

Vacation Bible School 2015-2019

REACH, Mission trip 2012-2016

CCHS Volleyball Camp 2016-2019

Work Experiences:

Farm Hand

Great Country Farms, Bluemont, VA

August 2017 - 2019

- Operate cash register and make food at the Roosteraunt (onsite restaurant)

Babysitter

Colleen Smith, Berryville, VA

June 2014

- Supervised a two year old

Mallory Beiler, Winchester, VA

Dec 2019- Jan 2020

- Babysat a four month old

Meridith Long

(540)450-7804(cell)

884 Old Ferry Lane
Bluemont, Virginia 20135
mmlong@vt.edu

References:

- Mrs. Megan Marasco, Health Science Teacher/Mentor (610) 721-8172
Clarke County High School, Berryville, VA
- Mrs. Loretta Stem , family friend (703) 624-2746
Berryville, VA
- Mrs. Barbara McCauley, Volleyball coach (571) 239-3900
Boyce, VA

Benjamin Sprouse

139 Moose Rd., Berryville, Va., 22611 / 540-974-0348 / bsprouse3@gmail.com

Summary:

Experience in decision-making and communication in contribution of team efforts and organizational improvements. I have proven to be effective and motivational, with proficiency in management and collaborative work. I enjoy brainstorming and problem solving to coordinate efforts in order to solve the common problem at hand.

Experience & Training:

- **Operations Assistant, Clarke County Transportation Department**

-2018- 2019

-Summer Job during the 2018/19 summer. Helped run a team of 5-8 people during various jobs for the Clarke County school system.

- **Installation of Playground Equipment, CCPS**

- Summer 2016

-With a crew of 5, we relocated playground equipment Berryville Primary to Cooley Upper Campus and then from Cooley Upper Campus to Cooley Lower Campus.

- **Clarke County Office of Elections/ Clarke County Electoral Board**

-Pickup, Deliver, and Setup Voting Equipment, 2016 Primary Election

-June 2016

- **Farm Hand,**

-2016- Current

-Worked primarily as a farm hand over the past four years. First in line to be called due to my work ethic and reliability.

- **Clarke County Youth League Football and Soccer**

-Trained and certified as youth soccer referee. Helped with organizing youth league football. Announcer for youth league football.

-(2014-2016)

Education:

- **Clarke County High School, Clarke County, Va**

-2014 - 2018

-Advanced Diploma

- **Bridgewater College, Bridgewater, Va**

-2018- Current Estimated Graduation Date- 2022

- Current Study- Bachelors of Science in Health & Exercise Science

- **OSHA Certification**

Leadership Roles:

- Captain- Clarke County Football (2017)
- Captain- Bridgewater Rugby Club (2018-2019)

MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: March 12, 2020
SUBJECT: Application for easement donation – Richard Niswander

Richard Niswander, James Turner, esq., agent has applied to the easement authority for approval of an easement donation. The property is located at 620 Tithammer Mill Road approximately ½ mile north of the intersection with Millwood Road. The property is identified by Tax Map# 30-A-79. It consists of 79 acres with an existing pre-1980 house (built in 1848) and 3 DURs. The applicant proposes to retire the remaining DURs, tear down the existing house and build a new house.

The parcel is zoned AOC and is currently in use value taxation, in accord with the Commissioner of Revenue's requirements, then a donation may be considered if at least two of the following four guidelines are met:

- 1) the parcel's Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the conservation easement;
- 3) the parcel is adjacent to a parcel already under permanent conservation easement;
- 4) the property has a minimum area of 40 acres.

The property meets all of the 4 criteria. The property resource score is 98.73. The applicant is retiring 3 DURs. It has existing easements on three sides, is over 40 acres. Points were given for retiring 3 DURs, having frontage on Tithammer Mill Road, a state scenic byway, having frontage on existing easements, and having three structures that are contributing in the Greenway Rural Historic District.

Recommendation

Give preliminary approval and schedule a site visit.



Richard Niswander
 Tax Map# 30-A-79
 79 acres, 1 exemption, 3 DURs

Clarke County GIS
 March 10, 2020



- Parcel Boundary
- Intermittent Stream
- Perennial Stream
- Public Road
- Private Road
- Scenic Byway

Location Map



Aerial Imagery 2015 Commonwealth of Virginia