

DRAFT

ATTACHMENT A CLARKE COUNTY CONSERVATION EASEMENT AUTHORITY ELECTRONIC MEETING POLICY

1. Pursuant to Code of Virginia §2.2-3708.2, the following policy is established for members of the Clarke County Conservation Easement Authority (the “Authority”) to participate electronically in Authority meetings from remote locations for reasons specified as follows:
 - A. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member’s physical attendance.
 - B. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subsection is limited each calendar year to two meetings.
2. Procedures for authorizing electronic participation in a meeting.
 - A. Electronic participation in a meeting shall only be permitted if a quorum of the Authority is physically assembled at the designated meeting location.
 - B. Any member requesting to participate electronically in a meeting shall notify the Chair of the reason for electronic participation as specified in Subsection 1 above, on or before the day of the meeting. The Chair shall determine whether the request for electronic participation complies with the provisions of Subsection 1 above and shall either approve or disapprove the request.
 - C. If electronic participation is approved by the Chair, the Clerk of the Authority shall record in the meeting minutes the remote location from which the member participated. The meeting minutes shall also indicate the reason for the member’s electronic participation as described in Subsection 1 above.
 - D. If electronic participation is disapproved by the Chair, the reason for such disapproval shall be recorded in the minutes with specificity.
 - E. For any electronic participation, arrangements shall be made to ensure that the voice of the member participating electronically may be heard by all persons in the designated meeting location.

DRAFT

**CLARKE COUNTY CONSERVATION EASEMENT AUTHORITY
RESOLUTION TO ADOPT ELECTRONIC MEETING POLICY**

WHEREAS, the Clarke County Conservation Easement Authority proposes to adopt a written policy allowing for and governing participation of its members by electronic communication means pursuant to Code of Virginia §2.2-3708.2, and

WHEREAS, the proposed policy shall include an approval process for such participation, subject to the express limitations of Code of Virginia §2.2-3708.2,

AND WHEREAS, the proposed policy once adopted shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

NOW THEREFORE, BE IT RESOLVED THAT the Clarke County Conservation Easement Authority does hereby adopt the Electronic Meeting Policy included as Attachment A to this resolution, effective this ___ day of ___, 2020

Randy Buckley, Chair

Alison Teetor, Clerk

VOTES	AYE	NAY
Buckley (Chair)	_____	_____
Bacon	_____	_____
Catlett	_____	_____
Engel (Secretary)	_____	_____
Jones	_____	_____
Ohrstrom (Vice-Chair)	_____	_____
Thomas	_____	_____

CLARKE COUNTY
Conservation Easement Authority
THURSDAY – 18 June 2020 – 10:00 am
A/B/C Conference Room, 2nd Floor Government Center

AGENDA

1. Approval of Electronic Meeting resolution and policy
2. Approval of Agenda
3. Approval of Minutes of the meeting of 20 February 2020
4. Bank Account balances
5. Campaign for the Authority
6. Discussion
 - a. application solicitation – forest land, Cool Spring Battlefield
 - b. interns
 - c. email preference
 - d. VAULT donation
7. Easement Donation/Purchase
 - a. Brengle - donation
 - b. Blue Ridge Hunt – donation
 - c. Potomac Appalachian Trail Club Kohn Property
8. 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 July 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 06/11/2020
Fund 235 - Conservation Easement Balances

FY2020

	Total Fund Balance	Donations	Stewardship/Restricted Funds Account	Local Funds
SOY FY20 -	225,880	63,641	154,595	7,644
Fiscal Year 2020				
July Rev/AR		2,034	230	15,000
July Exps/AP		-90	-2,109	-500
Aug Rev/AR		10,270	231	
Aug Exps/AP		-1,330	0	-998
Sept Rev/AR		1,920	194	0
Sept Exps/AP		-4,770	0	0
Oct Rev/AR		1,010	198	
Oct Exps/AP		-4,513	0	-41,676
Nov Rev/AR		2,163	40,401	21,448
Nov Exps/AP		-2,783	0	0
Dec Rev/AR		10,629	202	
Dec Exps/AP		-920	0	-910
Jan Rev/AR		8,568	250	3,125
Jan Exps/AP		-1,734	0	0
Feb Rev/AR		250	234	
Feb Exps/AP		-1,311	0	0
Mar Rev/AR		2,728	250	
Mar Exps/AP		-2,177	0	0
Apr Rev/AR		380	200	
Apr Exps/AP		0	0	0
May Rev/AR		2,025		
May Exps/AP		-1,170	0	0
June Rev/AR		208		
June Exps/AP		0	0	0
YTD Rev/AR	124,147	42,184	42,390	39,573
YTD Exps/AP	66,992	20,799	2,109	44,084
Adjustments	0	0	95	-95
YTD FUND BALANCE (AR & AP)	283,035	85,026	194,971	3,039

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 AVAILABLE Estimated YTD BALANCE-VDACS

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

ESTIMATED YTD FUND BALANCE 283,035 85,026 194,971 3,039

	Appropriated	Actual Expenses	Appropriated Balance Remaining	Clarke County:
FY20 Expenditure Appropriations				
General Expenses	45,000	26,936	18,064	includes expenses not specifically designated to an easement (including donation, stewardship and monthly Hall, Monahan expenses).
Alida Coleman easement	40,000	40,056	-56	
	85,000	66,992	0	

Through June 11, 2020
Conservation Easement Expense Detail - FY20

	Donations	Stewardship	Local Funds
July	90.00 Clarke County Ruritan Club-Ad for Fair catalog <u>90.00</u>	2,000.00 Sophia Dorsey-inspections 109.04 Sophia Dorsey-mileage <u>2,109.04</u>	500.00 Myers & Woods Appraisal Group <u>500.00</u>
August	480.00 Robin Couch Cardillo-summer newsltr & website 450.00 Gloria Marconi illustration-summer newsltr 400.00 Clarke County Fair-sponsorship-pig scramble <u>1,330.00</u>	<u>0.00</u>	997.50 Hall, Monahan, Engle-Legal svcs for July 2019 <u>997.50</u>
Sept	2,500.00 Clarke County Treas-match for DHR CLG Grant 720.00 Robin Couch Cardillo-summer newsltr & fair 445.00 Winchester Printers-Remittance envelopes 1,011.38 Winchester Printers-Summer '19 newsletter 93.70 BB&T - Postage & Staples <u>4,770.08</u>	<u>0.00</u>	<u>0.00</u>
Oct	800.00 Robin Couch Cardillo-finalize website 537.52 Winchester Printers-Reception Invite mailing 100.00 Gloria Marconi Illustration-convert newsletter forms 1,625.17 Monks BBQ - Thank You Event 450.00 Gloria Marconi Illustration-Fall newsletter 1,000.00 CCHS - Donation to CCHS Athletic Dept <u>4,512.69</u>	<u>0.00</u>	1,620.00 David Leroy - Appraisal 1805 Wrights Mill Rd 40,056.00 CE Purchase - Alida Coleman <u>41,676.00</u>
Nov	1,000.00 Eric W. Wright - Tent rentals 960.00 Robin Couch Cardillo- Fall newsletter 823.47 BMS Direct <u>2,783.47</u>	<u>0</u>	<u>0.00</u>
Dec	720.00 Robin Couch Cardillo-CE svcs for year end 200.00 Gloria Marconi Illustration-EOY appeal letter <u>920.00</u>	<u>0</u>	910.00 Hall, Monahan, Engle-Legal svcs for Nov 2019 <u>910.00</u>
Jan	34.75 Crown Trophy-engraved plates 400.00 Robin Couch Cardillo-prepare land conservation 944.61 Winchester Printers-Annual appeal letter 355.00 Locke Store-CEA Award Luncheon <u>1,734.36</u>	<u>0</u>	<u>0.00</u>
Feb	1,125.34 Robin Couch Cardillo-Jan services 186.00 BB&T-Svcs & postage <u>1,311.34</u>	<u>0</u>	<u>0.00</u>
Mar	450.00 Gloria Marconi Illustration-winter 2020 newsltr 720.00 Robin Couch Cardillo-winter newsltr & website 1,007.37 Winchester Printers-CEA winter newsletter <u>2,177.37</u>	<u>0</u>	<u>0.00</u>
Apr	<u>0.00</u>	<u>0</u>	<u>0.00</u>
May	450.00 Gloria Marconi Illustration-Spring 2020 newsltr 720.00 Robin Couch Cardillo-2020 Spring newsletter <u>1,170.00</u>	<u>0</u>	<u>0.00</u>
June	<u>0.00</u>	<u>0</u>	<u>0.00</u>
YTD Totals	20,799	2,109	44,084

	Donations	Stewardship	Local Funds
YTD Totals	20,799	2,109	44,084



ROBIN COUCH CARDILLO

June 12, 2020

Clarke County Conservation Easement Authority
Fundraising Report
June 2020 meeting

Donor Statistics

See attached Master Report

- 2020 total: \$7,968.00 from 75 donations (7 new donors)

Ongoing

-Summer newsletter

- August mailing
- Funding news; legislative news; profile; update Take a Hike brochure

-Possibility of donor reception in October?

- Set date so it will appear in summer newsletter

-Educational take-away material for landowners considering easement

- Working on content

MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: June 12, 2020
SUBJECT: Application for easement donation – Andrew Brengle

Andrew Brengle has applied to the easement authority for approval of an easement donation. The property is located in the 1600 Block of Millwood Road adjacent to the Crocker Conservancy (Powhatan School). This property was actually subdivided off of the Crocker Conservancy property prior to gifting that parcel to Powhatan School. The family originally wanted to retain the 27 acres to build a house but now they would like to gift the remainder of the parcel to the School. The property is identified by Tax Map# 29-A-17. It consists of 27 acres with 2 DURs. The parcel is completely wooded with no road frontage. Mr. Mitchell is the attorney for Mr. Brengle and is working out the details of the terms of the easement.

The parcel is zoned AOC and is currently eligible for use value taxation, but is not enrolled, therefore 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.

It is unclear at this time if the property will retain any DURs. Based current information, the property meets 2 of the 4 criteria. The property resource score is 48.57 and it is adjacent to an existing easement, Powhatan. It is less than 40 acres. Points were given being adjacent to an existing easement, having frontage on a perennial stream, Spout Run, and being owned by the same family for over 50 years.

Recommendation

Give preliminary approval and schedule a site visit.

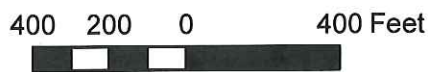


Andrew Brengle
 Tax Map# 29-A-17
 27 acres, 2 DURs

Location Map



Clarke County GIS
 June 12, 2020



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

