

CLARKE COUNTY
Conservation Easement Authority
THURSDAY – 21 February 2019 – 10:00 am
A/B Conference Room, 2nd Floor Government Center
AGENDA

1. Approval of Agenda
2. Approval of Minutes of the meetings of 17 January 2019
3. Bank Account balances
4. Campaign for the Authority
5. Easement Donation/Purchase – new applications
 - a. Coleman – DUR purchase
 - b. Rowland – possible DUR purchase

Adjournment - next meeting – Thursday April 19th 2 pm

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. Ohrstrom 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 21st at 10:00 am. The motion was approved unanimously.

Randy Buckley, Chair

Alison Teetor, Clerk to the Authority

Through Feb. 14, 2019

Conservation Easement Expense Detail - FY19

	Donations	Stewardship	Local Funds
<u>July</u>	25.00 Downstream Pjt = Domain name renewal CEA 90.00 Clarke County Ruritan Club 1,000.00 CCHS -Program Ad, Athletic Dept <u>1,115.00</u>		
<u>August</u>	800.00 Robin Couch Cardillo - Svcs for July 400.00 Clarke County Fair - Sponsorship/Pig Scramble <u>1,200.00</u>	1,000.00 Robert Bayne Gordon-inspections 1,000.00 Sophia Dorsey-inspections 220.18 Robert Bayne Gordon-mileage <u>2,220.18</u>	<u>0.00</u>
<u>Sept</u>	1,440.00 Robin Couch Cardillo - Svcs for CEA photo contest 1,800.00 Ace Photo-Gift Certificates for photo contest 500.00 Gloria Marconi Illustration & Design 750.00 Rick Elrod-Reimbursement of commercial appraisal 136.00 Winchester Printers-CEA Banner 411.31 Winchester Printers-process mailing and postage 120.00 Winchester Printers-reception invite 1,084.53 Winchester Printers-Summer 2018 newsletter <u>6,241.84</u>	206.99 Sophia Dorsey-mileage <u>206.99</u>	<u>0.00</u>
<u>Oct</u>	1,587.79 Robin Couch Cardillo - CEA Services 450.00 Gloria Marconi Illustration-Fall '18 Newsltr <u>2,037.79</u>	<u>0.00</u>	175.00 Samuel D Shumate-Title Exam 1,694.00 Winchester Title Co-Title Exam 150.00 John R Friant-Title Search <u>2,019.00</u>
<u>Nov</u>	960.00 Robin Couch Cardillo-CEA Services 811.07 BMS Direct 846.61 BB&T-Planning signs & Josephine School <u>2,617.68</u>	11,894.00 UVA - Comm Svcs Study <u>11,894</u>	327.50 Hall, Monahan, Engle-Legal Svcs Nov '18 4,500.00 Appraisal Rpt-Opequon Cattle Co 60,792.00 CE purchase - Henry Sprouse <u>65,619.50</u>
<u>Dec</u>	200.00 Gloria Marconi Illustration-2018 year end 505.00 Winchester Printers-CEA Notecards 905.50 Robin Couch Cardillo-Yr End appeal ltr & thank you 560.00 Robin Couch Cardillo-CEA Services 842.88 Winchester Printers-2018 Annual appeal ltr <u>3,013.38</u>	<u>0</u>	309.00 Winchester Title Co-Sprouse <u>309.00</u>
<u>Jan</u>	13.04 Postage 23.00 Crown Trophy-CEA Award <u>36.04</u>	<u>0</u>	122.50 Hall, Monahan, Engle-Legal Svcs-Dec '18 <u>122.50</u>
<u>Feb</u>	930.97 Robin Couch Cardillo-Award luncheon <u>930.97</u>	<u>0</u>	<u>0.00</u>

<u>YTD Totals</u>	Donations <u>17,193</u>	Stewardship <u>14,321</u>	Local Funds <u>68,070</u>
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Fund 235 - Conservation Easement Balances

FY2019

SOY FY19 -

Fiscal Year 2019

	Total Fund Balance	Donations	Stewardship Account	Local Funds
	261,277	70,443	116,530	74,304
July Rev/AR		220	85	
July Exps/AP		-1,115	0	0
Aug Rev/AR		125	85	
Aug Exps/AP		-1,200	-2,220	0
Sept Rev/AR		1,300	82	
Sept Exps/AP		-6,242	-207	0
Oct Rev/AR		2,760	120	
Oct Exps/AP		-2,038	0	-2,019
Nov Rev/AR		1,450	44,906	
Nov Exps/AP		-2,618	-11,894	-65,620
Dec Rev/AR		10,825	152	33,695
Dec Exps/AP		-3,013	0	-309
Jan Rev/AR		7,620	177	
Jan Exps/AP		-36	0	-123
Feb Rev/AR		204	5,947	
Feb Exps/AP		-931	0	0
YTD Rev/AR	109,753	24,504	51,555	33,695
YTD Exps/AP	99,584	17,193	14,321	68,070
Adjustments	96		96	
YTD FUND BALANCE (AR & AP)	271,542	77,754	153,859	39,929

Brenda Bennett:
Accts Rec-VDACS, Sprouse=31,104
Land Use Rollback Tax=2,590.56

VDACS

86,950.00 Expires 12/31/2018 (FY2017)

61,615.23 Expires 12/31/2019 (FY2018)

148,565.23

-30,396.00

-52,938.00 estimated

65,231.23 AVAILABLE Estimated YTD BALANCE-VDACS

Anticipated Easement Closings:

Randy Sprouse-CLOSED-Actual Exps above

Opequon Cattle Company - Estimated

ESTIMATED YTD FUND BALANCE

-27,938

218,604

49,816

153,859

14,929

-25,000

	Local Funds/Donations	Actual Expenses	Appropriated Balance Remaining
FY19 Expenditure Appropriations			
General Expenses	45,000	38,792	6,208
Randy Sprouse	60,000	60,792	-792
Opequon Cattle Company	52,938	99,584	5,416
	157,938	99,584	5,416

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



ROBIN COUCH CARDILLO

February 14, 2019

Clarke County Conservation Easement Authority
Fundraising and Public Relations Report
February 2019 meeting

Donor Statistics

See attached Master Report

- 2019 total: \$908 from 12 donations

Ongoing

-Winter newsletter

- In process (Land Conservation Award, VDACS Farmland grant, Shockey and Williams easements, Alison on Loudoun County panel, Authority recognized by Friends of the Blue Ridge)

-Conservation Easement Symposium/Panel?

- Interest in hosting an educational event in the spring?
- Bring together experts and landowners with easements

-Website

- Demonstration

Fundraising Results: Clarke County Conservation Easement Authority

As of February 14, 2019

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Amount	\$13,345	\$19,090	\$20,871	\$25,649	\$26,396	\$25,843	\$23,530	\$42,266	\$36,260	\$57,356.00	\$24,778.00	\$26,101.00	\$34,815.28	\$908.00
# Donations	115	161	208	209	203	195	181	200	169	158	164	169	169	12
YE Donor Appeal														
YE Donor Appeal Amount	\$8,465	\$8,310	\$8,477	\$10,134	\$8,376	\$12,815	\$7,250	\$15,706	\$17,635	\$47,003	\$15,565	\$7,577	\$16,775	2019
Donor Respondents	73	59	87	86	76	68	50	69	51	61	47	48	58	2019
YE Prospect Amount	\$2,115	\$2,115	\$425				\$40		\$1,650	\$104	\$25	\$325	\$2,200	2019
Prospect Respondents		24	7				1		3	2	1	3	4	2019
Winter Newsletter														
Dollar Amount	\$2,700	\$2,700	\$2,074	\$2,065	\$2,865	\$2,126	\$3,611	\$4,805	\$3,335	\$2,700	\$2,228	\$2,815	\$4,920	2019
Respondents	23	27	23	27	32	21	32	39	26	25	29	39	29	2019
Spring Newsletter														
Donor: Dollar Amount	\$3,775	\$455	\$2,074	\$5,820	\$2,810	\$2,520	\$3,415	\$1,975	\$3,705	\$3,420	\$2,725	\$2,810	\$1,600	2019
Donor: Respondents	35	5	19	38	26	27	32	28	26	27	19	23	15	2019
payer Spring Newsletter: Dollar Amt	\$2,200	\$2,200	\$940	\$460	\$450	\$825	\$765	\$165	\$1,380	\$100	\$75	\$1,150	\$550	2019
yer Spring Newsletter: Respondents		16	19	10	4	11	5	4	9	1	3	8	3	2019
Summer Newsletter														
Dollar Amount	\$2,370	\$2,370	\$2,020	\$1,330	\$1,883	\$2,735	\$1,580	\$5,040	\$3,215	\$1,927	\$2,115	\$3,110	\$4,480	2019
Respondents	20	20	27	22	33	26	21	22	27	22	28	20	38	2019
Fall Newsletter														
Donor: Dollar Amount	\$2,210	\$2,210	\$765	\$260	\$7,300	\$2,946	\$4,630	\$2,660	\$2,325	\$1,250	\$600	\$3,870	\$220	2019
Donor: Respondents	12	12	5	7	25	26	30	27	14	3	6	11	4	2019
Taxpayer Fall Newsletter Dollar Amt	\$1,430	\$1,430	\$90	\$1,405	\$65	\$605	\$715	\$240	\$760		\$325	\$1,200	\$100	2019
payer Fall Newsletter: Respondents		25	4	8	2	8	9	5	5		5	4	1	2019
Over the Transom														
Dollar Amount	\$3,380	\$3,380	\$3,380	\$4,175	\$1,900	\$868	\$1,457	10,500	\$1,550	\$257	\$362	\$2,230.00	\$3,970	2019
Donor Respondents	17	17	17	11	5	6	2	2	2	3	12	7	17	2019
Donor Thank-You Party														
Dollar Amount	\$1,105							\$1,175	\$705	\$595	\$638	\$710	0	2019
Donor Respondents	6							4	6	14	14	6	0	2019
Photo Revenue														
Notecards					\$747	\$57	\$67			\$	20	\$304	\$148 (3)	
Gift-in-Kind (admin work donated by Kate Petranec)						\$346	\$473	\$469						

MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: February 12, 2019
SUBJECT: Application for easement DUR purchase – Alida Coleman

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.

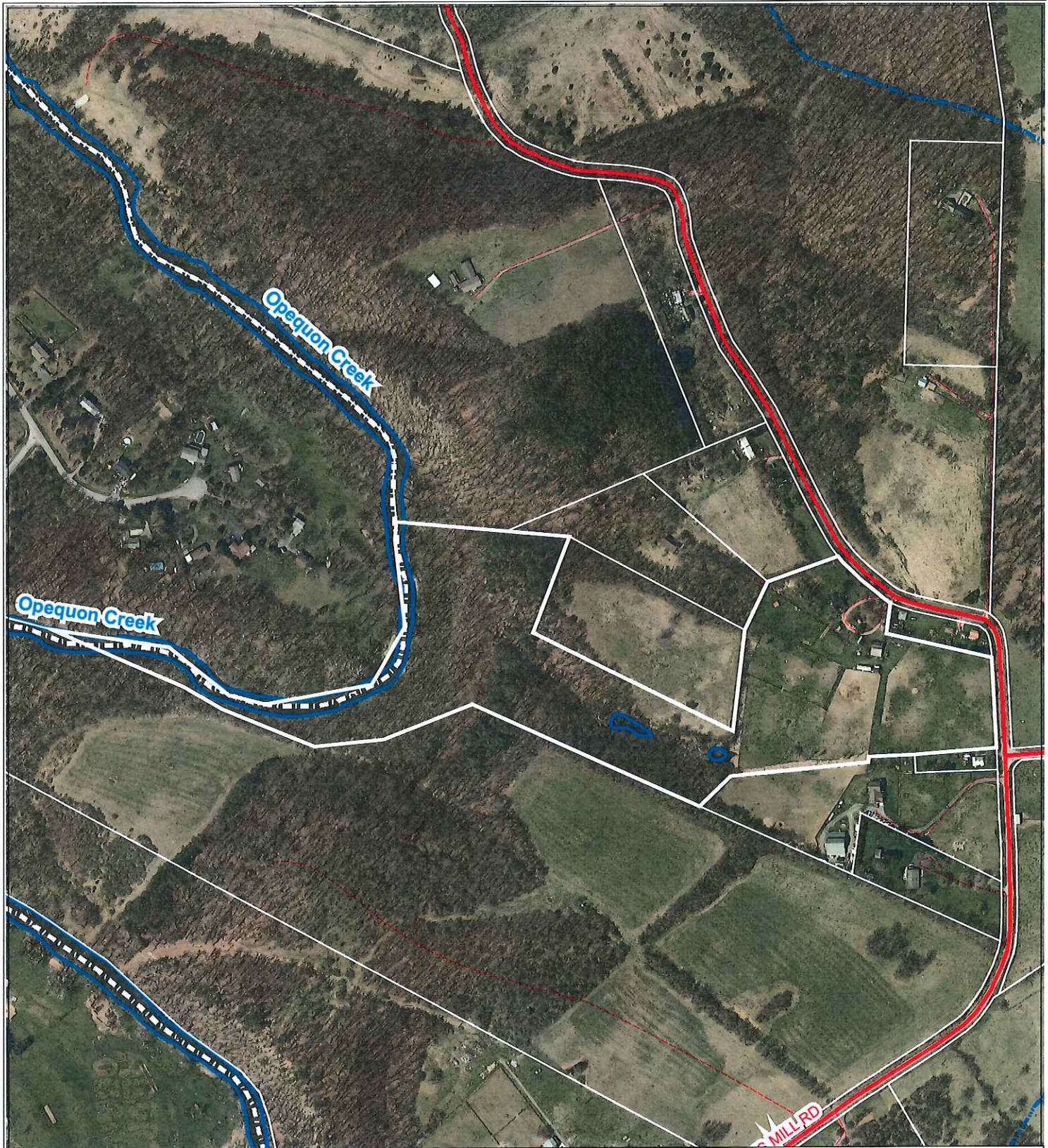
The parcel is zoned AOC and is currently not in use value taxation, but is eligible, in accord with the Commissioner of Revenue's requirements, then a purchase may be considered if at least two of the following four guidelines are met:

- 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.

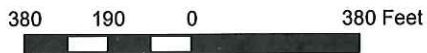
The property meets 2 of the 4 criteria. The property resource score is 54.2. The applicant is retiring 1 DUR. It is not adjacent to an existing easement and it is less than 40 acres. Points were given for retiring 1 DUR, having frontage on the Opequon Creek, and having a house built in 1925 that is eligible to be a contributing structure in a future rural historic district.

Recommendation

Give preliminary approval and schedule a site visit.



Alida Coleman
 Tax Map# 6-A-6
 23.04 acres, 1 ext. house, 1 DUR



Clarke County GIS
 February 1, 2019



-  Conservation Easement
-  Intermittent Stream
-  Perennial Stream
-  Public Road
-  Private Road

Location Map



MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: February 12, 2019
SUBJECT: Application for easement donation or DUR purchase – Katharine Rowland

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 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.

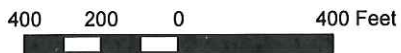
The property meets 2 of the 4 criteria. The property resource score is 62.3. The applicant is retiring 1 or 2 DURs. It is not adjacent to an existing easement and it is less than 40 acres. Points were given for retiring 1 DUR, having frontage on Millwood Road, a state designated scenic byway, and having a house built in 1904 that is a contributing structure in the Greenway Rural Historic District.

Recommendation

Give preliminary approval and schedule a site visit.



Katharine Rowland
 Tax Map# 30-A-21A
 29.9 acres, 1 ext. house, 2 DURs



Clarke County GIS
 February 12, 2019



- Conservation Easement
- Intermittent Stream
- Perennial Stream
- Public Road
- Private Road

Location Map



Aerial Imagery 2015 Commonwealth of Virginia