

CLARKE COUNTY
Conservation Easement Authority
THURSDAY – 18 April 2019 – 10:00 am
A/B Conference Room, 2nd Floor Government Center

AGENDA

1. Approval of Agenda
2. Approval of Minutes of the meeting of 28 March 2019
3. Bank Account balances
4. Campaign for the Authority
5. Easement Donation/Purchase
 - a. Coleman – DUR purchase
 - b. Rowland – DUR purchase
6. 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 May 16th 10 am

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

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, 2nd 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 27th. 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 27th. 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 18th at 10:00 am. The motion was approved unanimously.

Randy Buckley, Chair

Alison Teetor, Clerk to the Authority

Fund 235 - Conservation Easement Balances

SOY FY19 - Fiscal Year 2019	Total Fund Balance	Donations	Stewardship Account	Local Funds
July Rev/AR	261,277	70,443	116,530	74,304
July Exps/AP		220	85	0
Aug Rev/AR		-1,115	0	0
Aug Exps/AP		125	85	0
Sept Rev/AR		-1,200	-2,220	0
Sept Exps/AP		1,420	82	0
Oct Rev/AR		-6,242	-207	0
Oct Exps/AP		2,760	120	-2,019
Nov Rev/AR		-2,038	0	0
Nov Exps/AP		1,450	44,906	0
Dec Rev/AR		-2,618	-11,894	-65,620
Dec Exps/AP		10,921	152	33,695
Jan Rev/AR		-3,013	0	-309
Jan Exps/AP		7,770	177	0
Feb Rev/AR		-36	0	-123
Feb Exps/AP		54	5,947	-413,555
Mar Rev/AR		-11,354	0	0
Mar Exps/AP		1,209	0	-530
Apr Rev/AR		-2,386	0	0
Apr Exps/AP		1,103	0	0
Apr Exps/AP		-1,034	0	0
YTD Rev/AR	112,282	27,033	51,555	33,695
YTD Exps/AP	527,511	31,035	14,321	482,155
Adjustments	96	96	96	96
YTD FUND BALANCE (AR & AP)	-153,856	66,441	153,859	-374,156

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

Brenda Bennett:
To offset 1/2 of expense of
\$11,894 from November

VDACS
86,950.00 Expires 12/31/2018 (FY2017)
61,615.23 Expires 12/31/2019 (FY2018)
75,738.77 Expires 12/31/2020 (FY2019)
224,304.00
-31,104.00
-52,938.00 estimated
140,262.00 AVAILABLE Estimated YTD BALANCE-VDACS

Anticipated Easement Closings:
Randy Sprouse-CLOSED-Actual Exps above
Opeuon Cattle Company - Estimated revenue

ESTIMATED YTD FUND BALANCE

110,831	66,441	153,859	264,687	-109,469
---------	--------	---------	---------	----------

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

FY19 Expenditure Appropriations	Funds/Donations	Actual Expenses	Remaining
General Expenses	45,000	149,094	-104,094
Randy Sprouse	60,000	60,792	-792
Opeuon Cattle Company	317,625	317,625	
	422,625	527,511	-104,886

Through Apr. 10, 2019

Conservation Easement Expense Detail - FY19

	Donations	Stewardship	Local Funds
July	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>0.00</u>
AUGUST	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>
Sept	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>
Oct	1,587.79 Robin Couch Cardillo - CEA Services 450.00 Gloria Marconi Illustration-Fall '18 Newsltr <u>2,037.79</u>	11,894.00 UVA - Comm Svcs Study <u>11,894</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>
Nov	960.00 Robin Couch Cardillo-CEA Services 811.07 BMS Direct 846.61 BB&T-Planning signs & Josephine School <u>2,617.68</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>
Dec	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>		309.00 Winchester Title Co-Sprouse <u>309.00</u>
Jan	13.04 Postage 23.00 Crown Trophy-CEA Award <u>36.04</u>		122.50 Hall, Monahan, Engle-Legal Svcs-Dec '18 <u>122.50</u>
Feb	10,000.00 Hall, Monahan, Engle-CE purch. Opequon 930.97 Robin Couch Cardillo-Award luncheon 423.02 Staples <u>11,353.99</u>		413,555.00 Hall, Monahan, Engle-CE purch. Opequon <u>413,555.00</u>
Mar	1,840.00 Robin Couch Cardillo 450.00 Gloria Marconi Illustration-Winter newsletter 96.00 BB&T - Wordpress <u>2,386.00</u>		530.00 Hall, Monahan, Engle-Legal Svcs-Feb '19 <u>530.00</u>
Apr	16.56 Postage 1,017.01 Winchester Printers Inc <u>1,033.57</u>		<u>0.00</u>

YTD Totals

Donations **31,035**
Stewardship **14,321**
Local Funds **482,155**



ROBIN COUCH CARDILLO

April 12, 2019

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

Donor Statistics

See attached Master Report

- 2019 total: \$3,221 from 40 donations

Ongoing

-Spring newsletter

- In process (Shockey easement, easement workshop, map of easements)

- Draft framework of Conservation Easement workshop

- Thursday, June 6 or 13?, 6:30-8:30
- Camino Real, Berryville, buffet of appetizers
- Promote in newsletter, newspaper calendars, online calendars, social media, mailing to targeted landowners/adjacent to easements
 - Seven Facts about Conservation Easements You May Not Know (and Could Change Your Mind about Easements)
 - 6:30 pm: Introduction and "Seven Facts" – George Ohrstrom II, Winkie Mackay-Smith (?)
 - 7:00 pm: The Tax Advantages – Brook Middleton (?)
 - 7:30 pm: Navigating the Conservation Easement Process - Current landowners with easements telling their stories, with facilitator prompting with questions (Eric Arkfeld?, Mike Cassidy?, Don Shockey?, others?)

-Website

- Review with Alison and Cathy Kuehner
- Follow-up launch

Fundraising Results: Clarke County Conservation Easement Authority

As of April 12, 2019

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
YE Donor Appeal														
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	\$3,221.00
# Donations	115	161	208	209	203	195	181	200	169	158	164	169	169	40
YE Donor Appeal														
Donor: Dollar Amount	\$8,465	\$8,310	\$8,477	\$10,134	\$8,376	\$12,815	\$7,250	\$15,706	\$17,635	\$47,003	\$15,665	\$7,577	\$16,775	
Donor: Respondents	73	59	87	86	76	68	50	69	51	61	47	48	58	
YE Prospect Amount	\$2,115	\$2,115	\$425				\$40		\$1,650	\$104	\$25	\$325	\$2,200	
Prospect: Respondents		24	7				1		3	2	1	3	4	
Winter Newsletter														
Dollar Amount			\$2,700	\$2,065	\$2,365	\$2,126	\$3,611	\$4,805	\$3,335	\$2,700	\$2,228	\$2,815	\$4,920	\$2,258
Respondents			23	27	32	21	32	39	26	25	29	39	29	27
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	
Donor: Respondents	35	5	19	38	26	27	32	28	26	27	19	23	15	
Taxpayer Spring Newsletter: Dollar Amt		\$2,200	\$940	\$460	\$450	\$825	\$765	\$165	\$1,380	\$100	\$75	\$1,150	\$550	
Taxpayer Spring Newsletter: Respondents		16	19	10	4	11	5	4	9	1	3	8	3	
Summer Newsletter														
Dollar Amount		\$2,370	\$2,020	\$1,330	\$1,883	\$2,735	\$1,580	\$5,040	\$3,215	\$1,927	\$2,115	\$3,110	\$4,480	
Respondents		20	27	22	33	26	21	22	27	22	28	20	38	
Fall Newsletter														
Donor: Dollar Amount		\$2,210	\$765	\$260	\$7,300	\$2,946	\$4,630	\$2,660	\$2,325	\$1,250	\$600	\$3,870	\$220	
Donor: Respondents		12	5	7	25	26	30	27	14	3	6	11	4	
Taxpayer Fall Newsletter: Dollar Amt		\$1,430	\$90	\$1,405	\$65	\$605	\$715	\$240	\$760		\$325	\$1,200	\$100	
Taxpayer Fall Newsletter: Respondents		25	4	8	2	8	9	5	5		5	4	1	
Over the Transom														
Dollar Amount			\$3,380	\$4,175	\$1,900	\$868	\$1,457	10,500	\$1,550	\$257	\$362	\$2,230.00	\$3,970	
Donor: Respondents			17	11	5	6	2	2	2	3	12	7	17	9
Donor Thank-You Party														
Dollar Amount	\$1,105							\$1,175	\$705	\$595	\$638	\$710	0	0
Donor: Respondents	6							4	6	14	14	6	0	0
Photo Revenue					\$747	\$57	\$67			\$	20	\$304		\$248 (4)
Notecards														
Gift-in-Kind (admin work donated by Kate Petranek)						\$346	\$473	\$469						

MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: March 14, 2019
SUBJECT: Application for easement DUR purchase – Alida Coleman

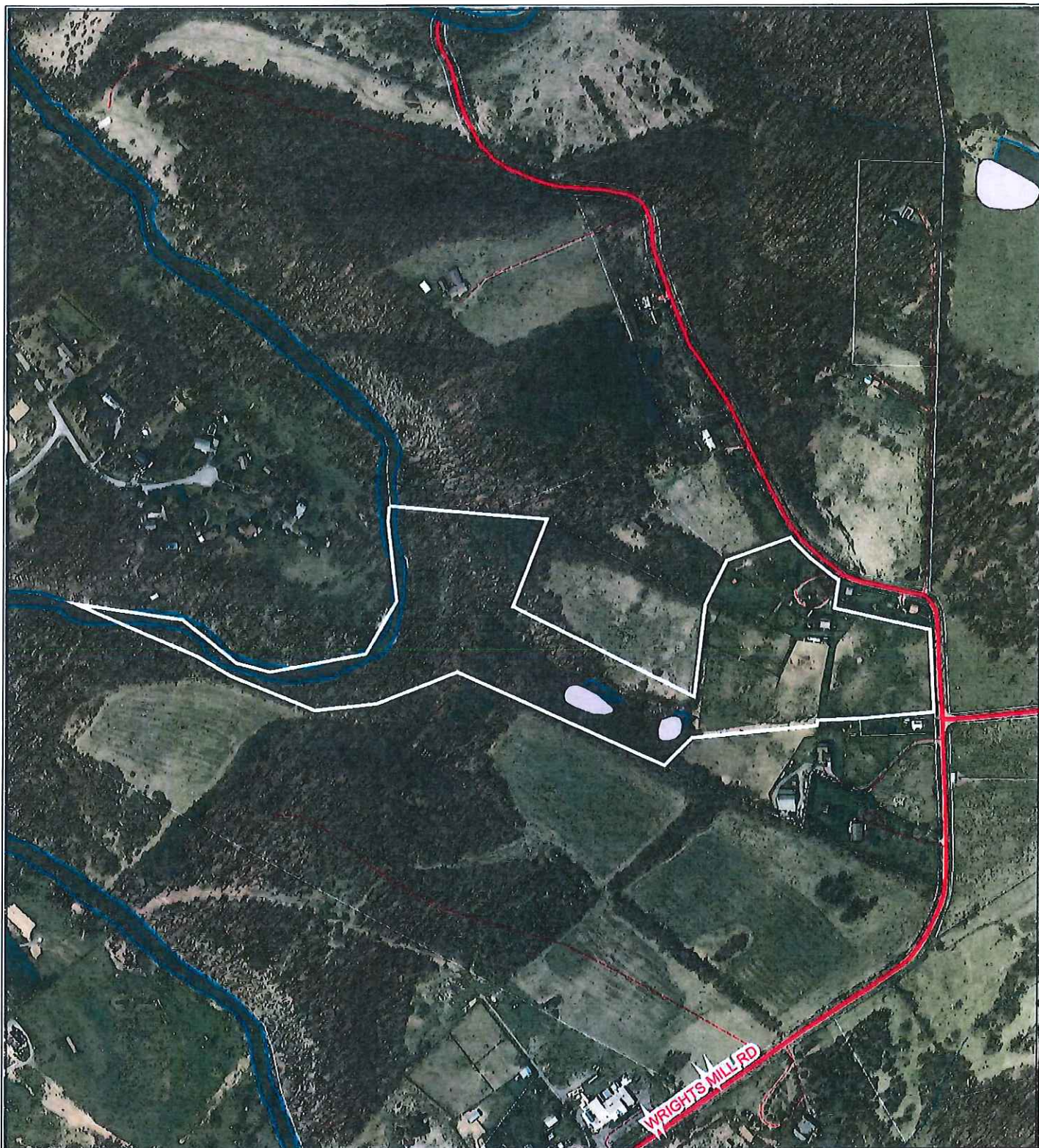
Alida Coleman has applied to the easement authority for approval of an easement DUR purchase. The property is located at 1805 Wrights Mill Road just north of the intersection of Wrights Mill and Russell Roads. The property is identified by Tax Map# 6-A-6. It consists of 23 acres with 1 existing pre-1980 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. A site visit was conducted on February 27th.

Recommendation
Give final approval.



Alida Sheehan
TM# 6-A-6, 23 acres, 1 DUR, 1 exp.



Clarke County GIS
 March 1, 2017



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

Location Map



Aerial Imagery 2016 Commonwealth of Virginia

MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: March 14, 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:

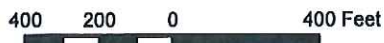
- 1) the parcel's Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the conservation easement;
- 3) the parcel is adjacent to a parcel already under permanent conservation easement;
- 4) the property has a minimum area of 40 acres.

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. A site visit was conducted February 27th. Ms. Rowland is waiting on the appraisal to determine how she wants to proceed

Recommendation
Give final approval.







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

