

CLARKE COUNTY
Conservation Easement Authority
THURSDAY – 20 June 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 16 May 2019
3. Bank Account balances
4. Campaign for the Authority
5. Easement Donation/Purchase
 - a. Licking Valley Construction – DUR Purchase – new application
 - b. Sam & Elizabeth Conrad – DUR purchase
 - c. Coleman – DUR purchase
 - d. Rowland – closed June 5
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 July 18th 10 am

CLARKE COUNTY
Conservation Easement Authority
draft Minutes – 16 May 2019 draft

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 16 May 2019, in the A/B conference room, 2nd Floor Government Center.

Present: W. Thomas, R. Buckley, B. Byrd, R. Bacon
Absent: M. Jones, G. Ohrstrom, P. Engel
Staff: A. Teetor
Other: R. Couch-Cardillo, John McCarthy - PEC

Agenda On motion of Ms. Thomas, seconded by Ms. Bacon, the Authority unanimously approved the agenda, with the addition of John McCarthy from the Piedmont Environmental Council discussion on funding opportunities.

Discussion – John McCarthy, Senior Adviser & Director of Strategic Partnerships The Piedmont Environmental Council (PEC). Mr. McCarthy spoke to members about funding opportunities, specifically using private foundation funding to leverage federal grants. He provided the Land Trust Alliance summary of May 15 2019 House Agriculture Committee’s Conservation & Forestry Subcommittee to review USDA Farm Bill Conservation Programs. The Chairwoman is Abigail Spanberger, Virginia, who recognized “the good work that farmers are doing and the value of these federal programs (ALE, ACEP, etc.), which are vital not just to the livelihood of farmers but, in fact, to our larger efforts to address conservation challenges and global climate change.” The importance to the Authority is that additional funding could be coming to the ALE program, which provides 50% of funding for appraised value easement purchases. Private non-profit funding through PEC, that could be used as match, includes the Agua Fund. According to their website, the Agua Fund's environmental grantmaking at the national level supports work to improve water quality. As a member of the Chesapeake Bay Funders Network, the Agua Fund collaborates with other foundations to restore water quality in the six-state watershed of the Chesapeake Bay. Local grantmaking focuses on protecting the watershed of the Shenandoah River in Virginia by addressing issues of water, land, and food. Mr. McCarthy also mentioned the Volgenau Foundation (TVF) that was established in 1994 as an operating foundation fostering conservation of natural resources and the education of children. This is another potential source of funds that could be used to leverage the federal grants. Other discussion was on the Healthy Watersheds project. The project is funded through the Virginia Department of Forestry and focused on finding ways to improve the water quality in the Chesapeake Bay watershed through forest conservation. Moving forward members agreed to solicit property owners who might qualify for the ALE grants.

Minutes On motion of Ms. Thomas, seconded by Ms. Bacon, the Authority unanimously voted to approve the minutes of April 25, 2019.

Bank Account: Ms. Teetor reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$253,248 consisting of \$66,575 in the donations account, \$153,825 in stewardship, and \$32,848 in local funds. Expenses were related to the spring newsletter production.

Public Relations: Ms. Cardillo stated that donations are starting to pick up from the winter newsletter. Currently 51 donors have given \$4,556. The Spring newsletter was mailed in the June

tax bills and includes stories on the Shockey's easement donation, information on the easement workshop, and the easement map. The workshop is scheduled for Thursday June 13th, 6:30-8:30pm. Speakers will include a member of the Authority giving an overview, a broker explaining tax advantages, and three landowners who could discuss their experience. Members agreed to send a postcard to property owners adjacent to easements to encourage attendance. Due to the workshop being held in June, the donor reception has been tentatively scheduled for October 4th.

Report on Applications for Easement Purchase

a. Sam & Elizabeth Conrad have applied for a DUR purchase. The property is located at 13869 Lord Fairfax Highway (Route 340) approximately 6/10 of a mile north of the intersection with White Post Road. The property is identified by Tax Map# 28-A-24A. It consists of 14.9 acres with an existing pre-1980 house (built in 1956) and 1 DUR. The applicant proposes to retire the remaining DUR. The property meets 3 of the 4 criteria. The property resource score is 73.5. The applicant is retiring 1 DUR. It is surrounded by existing easements, (Buckley, Joe Sipe, Thompson) it is less than 40 acres. Points were given for retiring 1 DUR, having frontage on Route 340, a primary highway, frontage on the railroad, having land in the groundwater recharge area, having a house built in 1956 that is within the Greenway Rural Historic District and could be a contributing in the future. On motion of Ms. Bacon seconded by Ms. Thomas, members gave preliminary approval and requested staff to schedule a site visit.

b. Katharine Rowland has applied for a DUR purchase. This application has received final approval and closing will be scheduled in the next couple of weeks.

On motion of Ms. Thomas, seconded by Ms. Bacon 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. Byrd, seconded by Ms. Thomas, the Authority unanimously approved reconvening in Open Session. Ms. Byrd 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. Byrd	Aye	Ms. Bacon	Aye	Mr. Buckley	Aye
Mr. Engel	Absent	Ms. Thomas	Aye	Mr. Ohrstrom	Absent
Ms. Jones	Absent				

On motion of Ms. Bacon, seconded by Ms. Thomas the Authority unanimously voted to give final approval to Alida Coleman for a DUR purchase on the parcel identified by Tax Map# 6-A-6 for the DUR purchase offer to \$40,000/DUR for 1 DUR.

Adjournment There being no further business, Ms. Bacon moved and Ms. Thomas seconded that the Authority adjourn the meeting. The next meeting is scheduled for Thursday June 20th at 10:00 am. The motion was approved unanimously.

Randy Buckley, Chair

Alison Teetor, Clerk to the Authority

SOY FY19 -

Fiscal Year 2019

	Total Fund Balance	Donations	Stewardship Account	Local Funds
July Rev/AR	261,137	70,303	116,550	74,304
July Exps/AP		220	85	33,000
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		3,155	120	-2,019
Nov Rev/AR		-2,038	0	0
Nov Exps/AP		1,500	44,906	-65,620
Dec Rev/AR		-2,618	-11,894	33,695
Dec Exps/AP		10,921	152	-309
Jan Rev/AR		-3,013	0	0
Jan Exps/AP		7,770	177	-123
Feb Rev/AR		-36	0	0
Feb Exps/AP		54	6,006	-413,555
Mar Rev/AR		-11,354	0	0
Mar Exps/AP		1,209	3	-530
Apr Rev/AR		-2,386	0	0
Apr Exps/AP		2,123	0	105,713
May Rev/AR		-1,849	0	268,292
May Exps/AP		1,095	0	-75,608
June Rev/AR		-3,369	0	38,149
June Exps/AP		-687	0	-370
YTD Rev/AR	454,344	29,593	51,616	373,135
YTD Exps/AP	502,648	35,907	14,321	452,420
Adjustments	0			
YTD FUND BALANCE (AR & AP)	212,833	63,989	153,825	-4,981

Brenda Bennett:
 Transfer from Gen Fund

Brenda Bennett:
 Annual Stewardship revenue

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

Brenda Bennett:
 \$5,947 -to offset 1/2 of
 expense of \$11,894 from
 November

Brenda Bennett:
 Includes refund of \$105,875 from
 Bob Mitchell's office for Opequon
 Cattle closing

Brenda Bennett:
 Accts Rec-ALE, \$211,750 and
 VDACS, \$56,542. For Opequon
 Cattle easement

Brenda Bennett:
 Accts Rec- VDACS for Rowland CE
 purchase 38,148.50

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	
-56,542.00	
-38,148.50	
98,509.50	AVAILABLE Estimated YTD BALANCE-VDACS

Anticipated Easement Closings:

Randy Sprouse-CLOSED-Actual Exp/Rev above
 Opequon Cattle Company - CLOSED-Actual Exp/Rev above
 Katharine Rowland- CLOSED-Actual Exp/Rev above

ESTIMATED YTD FUND BALANCE 212,833 63,989 153,825 -4,981

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

FY19 Expenditure Appropriations	Appropriated	Actual Expenses	Appropriated Balance Remaining
General Expenses	45,000	42,607	2,393
Randy Sprouse	60,000	60,792	-792
Opequon Cattle Company	317,625	324,049	-6,424
Katharine Rowland	75,200	75,200	0
	497,825	502,648	

Through June 14, 2019
Conservation Easement Expense Detail - FY19

	Donations	Stewardship	Local Funds
<u>July</u>	25.00 Downstream Pit = 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>
<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>		175.00 Samuel D Shumate-Title Exam-Opequon Cattle Co 1,694.00 Winchester Title Co-Title Exam-Opequon Cattle Co 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 & think 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>	10,000.00 Hall, Monahan, Engle-CE purch. Opequon 930.97 Robin Couch Cardillo-Award luncheon 423.02 Staples <u>11,353.99</u>	<u>0</u>	413,555.00 Hall, Monahan, Engle-CE purch Opequon CattleCo <u>413,555.00</u>
<u>Mar</u>	1,840.00 Robin Couch Cardillo 450.00 Gloria Marconi Illustration-Winter newsletter 96.00 BB&T - Wordpress <u>2,386.00</u>	<u>0</u>	530.00 Hall, Monahan, Engle-Legal Svcs-Feb '19 <u>530.00</u>
<u>Apr</u>	16.56 Postage 815.40 Robin Couch Cardillo 1,017.01 Winchester Printers Inc <u>1,848.97</u>	<u>0</u>	-105,875.00 refund of overpmt frm Hall, Monahan for Opeq Cattle esmnt 162.50 Hall, Monahan, Engle-Legal Svcs-Mar '19 <u>-105,712.50</u>
<u>May</u>	250.00 Peggy Stevens-Sponsor/Exh. @ Richmond conf. 727.00 CE purchase - Katharine Rowland 450.00 Gloria Marconi Illustration 880.00 Robin Couch Cardillo-Spring 2019 newsletter 1,061.68 BMS Direct-2019 Spring Easement newsletter <u>3,368.68</u>	<u>0</u>	407.50 Hall, Monahan, Engle-Legal Svcs-Apr '19 75,200.00 CE purchase - Katharine Rowland <u>75,607.50</u>
<u>June</u>	250.00 Gloria Marconi Illustration-Postcard for workshop 437.21 Winchester Printers In-CEA postcards, postage <u>687.21</u>	<u>0</u>	370.00 Hall, Monahan, Engle-Legal Svcs-June '19 <u>370.00</u>
YTD Totals	Donations <u>35,907</u>	Stewardship <u>14,321</u>	Local Funds <u>452,420</u>



ROBIN COUCH CARDILLO

June 14, 2019

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

Donor Statistics

See attached Master Report

- 2019 total: \$7,861 from 68 donations

Ongoing

- *Debrief on Conservation Easement workshop*

- Big thank you to the presenters!

- Review attendance, content, publicity, venue, etc.

- Tracking success – number of inquiries, number of closed

- *Summer newsletter*

- Ideas for articles (easement landowner profile, easement holder partner, follow-up from easement workshop, summer intern photo with caption, etc.)

- *Donor Appreciation Dinner*

- October 4, 2019, 6:00 pm, George's place

Fundraising Results: Clarke County Conservation Easement Authority

As of June 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	\$7,861.00
# Donations	115	161	208	209	203	195	181	200	169	158	164	169	169	68
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	\$15,665	\$7,577	\$16,775	
Donor Respondents	73	59	87	86	76	68	50	69	51	61	47	48	58	
YE Prospect Amount	\$2,115	\$425	\$425				\$40		\$1,650	\$104	\$25	\$325	\$2,200	
Prospect Respondents	24	7					1		3	2	1	3	4	
Winter Newsletter														
Dollar Amount	\$3,775	\$2,700	\$2,074	\$5,820	\$2,810	\$2,520	\$3,415	\$1,975	\$3,705	\$3,420	\$2,725	\$2,810	\$1,600	
Respondents	35	19	19	38	26	27	32	28	26	27	19	23	15	
Spring Newsletter														
Donor: Dollar Amount	\$455	\$455	\$940	\$460	\$450	\$825	\$765	\$165	\$1,380	\$100	\$75	\$1,150	\$550	
Donor: Respondents	5	5	19	10	4	11	5	4	9	1	3	8	3	
taxpayer Spring Newsletter: Dollar Amt	\$2,200													
taxpayer Spring Newsletter: Respondents	16													
Summer Newsletter														
Dollar Amount	\$2,370	\$2,020	\$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	27	22	33	26	21	22	27	22	28	20	38	
Fall Newsletter														
Donor: Dollar Amount	\$2,210	\$765	\$765	\$260	\$7,300	\$2,946	\$4,630	\$2,660	\$2,325	\$1,250	\$600	\$3,870	\$220	
Donor: Respondents	12	5	5	7	25	26	30	27	14	3	6	11	4	
Taxpayer Fall Newsletter Dollar Amt	\$1,430	\$90	\$90	\$1,405	\$65	\$605	\$715	\$240	\$760	\$325	\$325	\$1,200	\$100	
Taxpayer Fall Newsletter: Respondents	25	4	4	8	2	8	9	5	5	5	5	4	1	
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	
Donor Respondents	17	17	17	11	5	6	2	2	2	3	12	7	17	
Donor Thank-You Party														
Dollar Amount	\$1,105							\$1,175	\$705	\$595	\$638	\$710	0	
Donor Respondents	6						4	4	6	14	14	6	0	
Photo Revenue														
Notecards					\$747	\$57	\$67			\$	20	\$304		\$248 (4)
Gift-in-Kind (admin work donated by Kate Petranech)						\$346	\$473	\$469						

MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: June 12, 2019
SUBJECT: Application for easement DUR purchase – Licking Valley Construction, Bo Welch agent

Licking Valley Construction, Bo Welch, agent, has applied to the easement authority for approval of an easement DUR purchase. The properties are located in the 2200 block of Frogtown Road, approximately 1 mile south of the intersection of Frogtown Road and Morgans Mill Road. There are 2 parcels Tax Map# 32-5-4 is 13 acres, Tax Map# 32-5-7 is 9.9 acres. Each has 2 DURs and are vacant. The applicant proposes to retire one DUR on each parcel leaving 1 DUR remaining on each parcel.

The parcel is zoned FOC and is not currently in use value taxation, but is eligible, 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 are 42.18 and 43.34. The applicant is retiring 1 DUR on each of the parcels. It is not adjacent to any easements, and it is less than 40 acres. Points were given for retiring 1 DUR, having frontage on the Appalachian Trail property, and having slopes greater than 25%.

Recommendation

Give preliminary approval and schedule a site visit.



Bo Welch (Licking Valley Construction)
 Tax Map# 32-5-4, 13 acres, 2 DURs
 Tax Map# 32-5-7, 9.9 acres, 2 DURs



300 150 0 300 Feet



Clarke County GIS
 June 12, 2019



Legend

- Parcel Boundary
- Appalachian Trail Properties
- Structures
- Roads
- Private Road

Location Map



MEMORANDUM

TO: Conservation Easement Authority
FROM: Alison Teetor
DATE: June 14, 2019
SUBJECT: Application for easement donation or DUR purchase – Sam & Elizabeth Conrad

Sam & Elizabeth Conrad have applied to the easement authority for approval of an easement DUR purchase. The property is located at 13869 Lord Fairfax Highway (Route 340) approximately 6/10 of a mile north of the intersection with White Post Road. The property is identified by Tax Map# 28-A-24A. It consists of 14.9 acres with an existing pre-1980 house (built in 1956) and 1 DUR. The applicant proposes to retire the remaining DUR.

The parcel is zoned AOC and is not currently in use value taxation, but is eligible, 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 3 of the 4 criteria. The property resource score is 73.5. The applicant is retiring 1 DUR. It is surrounded by existing easements, (Buckley, Joe Sipe, Thompson) it is less than 40 acres. Points were given for retiring 1 DUR, having frontage on Route 340, a primary highway, frontage on the railroad, having land in the groundwater recharge area, having a house built in 1956 that is within the Greenway Rural Historic District and could be a contributing in the future. A site visit was conducted June 10, 2019.

Recommendation

Go into closed session to discuss purchase offer.



Sam & Elizabeth Conrad
 Tax Map# 28-A-24A
 14.9 acres, 1 ext. dwl., 1 DUR



200 100 0 200 Feet



Clarke County GIS
 May 2, 2019



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

Location Map

