

CLARKE COUNTY  
Conservation Easement Authority  
THURSDAY – 19 APRIL 2018 - 10:00 am  
A/B Conference Room, 2<sup>nd</sup> Floor Government Center  
AGENDA

1. Approval of Agenda
2. Approval of Minutes of the meetings of 15 March 2018
3. Bank Account balances
4. Campaign for the Authority – The report will be handed out at the meeting
5. Easement Donation/Purchase
  - a. RSP Enterprises
  - b. Biff Genda - Rosemont
6. Discussion
  - a. Summer Intern – easement inspection
  - b. Cost of Community Services Study
7. Adjournment - next meeting – Thursday May 17<sup>th</sup> 10 am

**CLARKE COUNTY**  
**Conservation Easement Authority**  
**draft Minutes – 15 March 2018 draft**

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 15 March 2018, in the A/B conference room, 2<sup>nd</sup> Floor Government Center.

**Present:** P. Engel, R. Buckley, G. Ohrstrom, and M. Jones  
**Absent:** R. Bacon, B. Byrd, W. Thomas  
**Staff:** A. Teetor, R. Couch Cardillo

**Agenda** On motion of Mr. Ohrstrom, seconded by Mr. Engel, the Authority unanimously approved the agenda with the addition of a discussion item e. to discuss Cabell Williams, and item f. time of meetings.

**Minutes** On motion of Mr. Ohrstrom, seconded by Ms. Jones, the Authority unanimously voted to approve the minutes of January 17, 2018.

**Bank Account:** Ms. Teetor reviewed the financial spreadsheets. Current fund balances show a total fund balance of \$256,999 consisting of \$70,120 in the donations account, \$116,034 in stewardship, and \$70,845 in local funds.

**Public Relations:** Ms. Cardillo provided an update on the donations to date; stating that donations are off to a good start with nearly \$4,000 donated already this year. She asked if members had received any feedback on the Awards luncheon. Kathy Kuehner from the star remarked that the venue was nicer and more in keeping with the open space theme than the Camino. Mr. Buckley added that the Club had not charged the Authority for use of their facility for the luncheon, which was greatly appreciated. Ms. Cardillo thought that the Kohns were very appreciative of the award. She asked the group about the potential for conducting a workshop on the tax benefits of conservation easements. Ms. Teetor stated that she had contacted the Blue Ridge Mountain Civic Association but that they had other items on their agenda for April. Mr. Ohrstrom stated that the Piedmont Environmental Council was planning on doing something similar and he suggested that the groups could work join forces to put something together. Ms. Teetor stated that she had met with the Clarke Board of PEC to request funds for the Dillon's appraisal and during the meeting one of the members asked if the County had priority areas for easements and that if there was a targeted piece or area that PEC could target their fall fundraiser. This led to a discussion of whether or not to solicit for easements by direct mail as has been done in the past. Ms. Teetor stated that several years ago Don Owens then Chair of the Virginia Land Trust gave a presentation describing how GIS layers can be used to identify areas with the most conservation value. Members felt like this might be a good approach for identifying parcels to solicit. Other ideas are those parcels that meet ALE criteria and are located in the USGS groundwater recharge area. Staff will provide information on properties within those areas at the next meeting. Regarding the Spring newsletter, Ms. Cardillo asked for ideas on people to profile. Ms. Teetor suggested Eric Arkfeld as he has placed land in easement using grant funds and is in process of putting an additional parcel in easement using grant funds. Members agreed that he would be a good choice. Ms. Teetor will ask him if he is willing to be interviewed. Finally, Ms. Cardillo talked about the photo contest, Mr. Ohrstrom will ask Mr. Garrett if he would be willing to judge again. Members also suggested that

Ms. Cardillo talk to Pam Letti who has written a book of photos of Clarke County.

**Easement Donation/Purchase** There are no new applications but Ms. Teetor updated members on the current active applications. She stated that the Elrod's on Rock Hall Lane are moving through the process, they are currently waiting for subordination approval from the lenders. The Dillon's on Kimble Road had been approved for an easement purchase but after reviewing the deed they have decided not to record. The Shockey's on Annfield Road have contacted John Friant to review the draft deeds. The County was successful in getting a grant from the ALE fund for the Opequon Cattle Company, owned by Eric Arkfeld. The grant amount is \$200,000. Ms. Teetor will now wait to apply for a Virginia Land Conservation fund grant for an additional 25% of the estimated appraised value of \$425,000.

### **Discussion**

a. Fair Catalog ad – Ms. Teetor asked if members wanted to sponsor a fair ad in the catalog as has been done for the past several years. On motion of Mr. Engel, seconded by Ms. Jones members approved a full page ad for \$90. Ms. Cardillo will work on a new design for the ad.

b. Vault sponsorship – Ms. Teetor asked if members would sponsor the annual Virginia Land Trust Conference as they have done in past years. On motion of Mr. Ohrstrom, seconded by Ms. Jones, members agreed to a \$250 sponsorship. Ms. Teetor stated that she would be attending the conference this year and has been asked to participate on a panel discussing funding leveraging.

c. Bittner Boundary Line Adjustment – Ms. Teetor handed out copies of a sketch for a boundary line adjustment on Sandra Bittners' property in Calmes Neck. A small area would be adjusted with the adjacent property to provide the neighbor with parking area and Ms. Bittner with additional river access. After discussion, on motion of Mr. Ohrstrom, seconded by Mr. Engel members agreed to permit the BLA on condition that Ms. Bittner pay attorney fees associated with the easement deed of amendment.

d. Summer Intern – Ms. Teetor reported that Sophia Dorsey had contacted her with an interest in completing the easement inspections this year. Ms. Dorsey completed the internship last year and did an excellent job. Ms. Teetor stated that similar in the past the Authority had agreed to pay one person the entire \$2,000 stipend to complete all of the inspections. On motion of Mr. Ohrstrom, seconded by Mr. Engel members approved hiring Ms. Dorsey to complete all inspections for 2018.

e. Apple Hill, Cabell Williams - Mr. Ohrstrom stated that Mr. Williams has purchased Apple Hill, previously part of the Carter Hall property, and is interested in purchasing another parcel owned by Project Hope, of approximately 70 acres, and place both in easement. Project Hope personnel have stated they would like the property placed in easement as a condition of the sale. Mr. Ohrstrom asked if the Authority would consider sending a letter to the realtor and Project Hope stating that we would be interested in holding the easement as it meets all criteria, but that applications can only be accepted from the property owner. Members agreed that it would be appropriate to send such a letter.

f. Meeting time – At the January meeting, members agreed to move the meeting time from 10 am to 2 pm for the 2018 meetings. However, after discussion it was determined that 10 am worked best for most members. Therefore, on motion of Mr. Ohrstrom, seconded by Ms. Jones the meeting time was moved from 2 pm to 10 am.

**Adjournment** There being no further business, Ms. Jones moved and Mr. Ohrstrom seconded that the Authority adjourn the meeting. The next meeting is scheduled for Thursday April 19<sup>th</sup> at 10:00 am. The motion was approved unanimously.

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Randy Buckley, Chair

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Alison Teetor, Clerk to the Authority

JAS - B Bennett  
 Through 4/11/2018  
**Fund 235 - Conservation Easement Balances**

**EOY 2017**

**Fiscal Year 2018**

July Rev/AR

July Exps/AP

**July Exp Bill & Jane Johnston purchase**

Aug Rev/AR

Aug Exps/AP

Sept Rev/AR

Sept Exps/AP

Oct Rev/AR

Oct Exps/AP

Nov Rev/AR

Nov Exps/AP

Dec Rev/AR

Dec Exps/AP

Jan Rev/AR

Jan Exps/AP

Feb Rev/AR

Feb Exps/AP

Mar Rev/AR

Mar Exps/AP

Apr Rev/AR

Apr Exps/AP

YTD Rev/AR

YTD Exps/AP

Adjustments

**YTD FUND BALANCE (AR & AP)**

	Total Fund Balance	Donations	Stewardship Account	Local Funds
	226,970	58,503	96,584	71,883
July Rev/AR		909	79	32,913
July Exps/AP		-1,090	0	-1,408
<b>July Exp Bill &amp; Jane Johnston purchase</b>				<b>-30,471</b>
Aug Rev/AR		25	80	1,740
Aug Exps/AP		-1,916	-2,097	-1,700
Sept Rev/AR		2,825	82	0
Sept Exps/AP		-2,410	0	0
Oct Rev/AR		3,634	21,137	0
Oct Exps/AP		-1,992	0	0
Nov Rev/AR		2,100	82	500
Nov Exps/AP		-1,774	0	0
Dec Rev/AR		4,035	85	0
Dec Exps/AP		-1,247	0	-500
Jan Rev/AR		10,557	85	0
Jan Exps/AP		-1,483	0	-2,113
Feb Rev/AR		550	76	0
Feb Exps/AP		-117	0	-170
Mar Rev/AR		5,193	0	0
Mar Exps/AP		-2,812	0	-320
Apr Rev/AR		-1,337	0	0
Apr Exps/AP		29,828	21,705	35,153
YTD Rev/AR	86,686	16,176	2,097	36,681
YTD Exps/AP	54,954	0		
Adjustments	0			
<b>YTD FUND BALANCE (AR &amp; AP)</b>	<b>258,701</b>	<b>72,154</b>	<b>116,192</b>	<b>70,355</b>

**Clarke County:**  
 Transfer from Gen Fund-\$15,000  
 Land use rollback tax-\$ 2,000  
 Accts Rec VDACS (Johnston)- \$ 15,912.50 Rec'd 9/22/17

**Clarke County:**  
 Land use rollback  
 tax=1,740.48

**Brenda Bennett:**  
 Land use rollback  
 tax=500.00

**VDACS**

28,989.52 Expires 12/31/2017 (FY2016)

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

**115,939.52**

**-15,912.50**

-40,000.00 estimated

-11,250.00 estimated

48,777.02 AVAILABLE Estimated YTD BALANCE-VDACS

**Anticipated Easement Closings:**

Bill & Jane Johnston-CLOSED- Actual EXPS above

Fairfield - Estimated

Neal & Rebecca Dillon - Estimated

**ESTIMATED YTD BALANCE**

	Local	Funds/Donations	Actual Expenses	Appropriated Balance
General Expenses	45,000	24,483	20,517	
Fairfield / Greenhaugh	80,000			
Neal & Rebeca Dillon	22,500			
	147,500	24,483	20,517	
<b>ESTIMATED YTD BALANCE</b>	207,451	52,154	116,192	39,105
		-20,000		-20,000
				-11,250
				48,777.02

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

	Local	Funds/Donations	Actual Expenses	Appropriated Balance
General Expenses	45,000	24,483	20,517	
Fairfield / Greenhaugh	80,000			
Neal & Rebeca Dillon	22,500			
	147,500	24,483	20,517	



Through Apr 11, 2018

Conservation Easement Expense Detail - FY18

	Donations	Stewardship	Local Funds
July			
	1,000.00 Clarke County HS-Athletic Program support		30,471.00 Hall, Monahan-Johnston easement purchase
	90.00 Clarke County Ruritan Club		30,471.00 sub-total
	<u>1,090.00</u>		550.00 Maral S Kalbian-CEA Services July 2017
			857.50 Hall, Monahan-Legal Svcs July 2017
			<u>1,407.50</u>
AUGUST			
	400.00 Clarke County Fair-Blue Ribbon Sponsorship	1,000.00 B Herde-Intern work	1,700.00 Hall, Monahan-Legal Svcs Aug 2017
	25.00 Downstream Project	1,000.00 S Dorsey-Intern work	
	972.74 Robin Couch Cardillo-CEA Services Aug 2017	23.33 S Dorsey-mileage	
	68.00 Winchester Printers-CCEA Banner	73.51 B Herde-mileage	
	450.00 Gloria Marconi Illustration-CEA Services		
	<u>1,915.74</u>	<u>2,096.84</u>	<u>1,700.00</u>
Sept			
	800.00 Robin Couch Cardillo-CEA Services		
	500.00 Krohn Design-Panel exhibit Wetland Exhibit		
	218.66 Winchester Printers-Newsletter & Postage		
	891.00 Winchester Printers Inc-Newsletter & Postage	0.00	0.00
	<u>2,409.66</u>		
Oct			
	1,440.00 Robin Couch Cardillo - Services for CEA		
	1.82 Purchase Power-postage		
	550.00 Gloria Marconi Illustration-CEA Services		
	<u>1,991.82</u>	0	<u>0.00</u>
Nov			
	972.74 Robin Couch Cardillo-Svcs for CEA Nov '17		
	800.99 BMS Direct-Services	0	<u>0.00</u>
	<u>1,773.73</u>		
Dec			
	200.00 Gloria Marconi Illustration-CEA Services		500.00 Myers & Woods Apprsl-Arkfeld (Opequon Cattle Co)
	1,046.86 Robin Couch Cardillo-Svcs for CEA		<u>500.00</u>
	<u>1,246.86</u>	0	2,112.50 Hall, Monahan-Legal Svcs Sept-Dec
Jan			
	640.00 Robin Couch Cardillo-Svcs for CEA		
	188.31 Winchester Printers-CEA Services		
	654.64 Winchester Printers-CEA Services		
	<u>1,482.95</u>	0	<u>2,112.50</u>
Feb			
	23.00 Crown Trophy		
	9.52 Purchase Power-postage		
	84.00 BB&T - CEA Awards Gift		
	<u>116.52</u>	0	<u>0.00</u>
Mar			
	25.00 Downstream Project - Domain Name Renewal		
	1,980.84 Robin Couch Cardillo		
	450.00 Gloria Marconi Illustration-CEA Services		
	356.00 BB&T - Cons Easement signs		
	<u>2,811.84</u>	0	170.00 Hall, Monahan - Title exam Dillon property
			<u>170.00</u>
Apr			
	250.00 Virginia's United Land Trusts-registration		320.00 Hall, Monahan,-Legal Svcs Jan-Mar 2018
	1,087.36 Winchester Printers		
	<u>1,337.36</u>	0	<u>320.00</u>
YTD Totals	Donations	Stewardship	Local Funds
	<u>16,176</u>	<u>2,097</u>	<u>36,681</u>

## MEMORANDUM

TO: Conservation Easement Authority  
FROM: Alison Teetor  
DATE: April 12, 2018  
SUBJECT: Application for grant Purchase – RSP Enterprises, Betsy Pritchard

Betsy Pritchard, co-owner RSP Enterprises (Smithfield Farm) has applied to the easement authority for approval of an easement purchase using grant funds. The property is located 568 Smithfield Lane off of Wickliffe Road adjacent to the West Virginia line. The property is identified by Tax Map# 10-A-6. It consists of 214 acres with 5 DUR's and 3 existing dwellings. There is an additional 1.5 acres with 1 DUR that will likely be merged in prior to easement recordation. The primary use is for grazing and hay production. The applicant proposes to retire all of the 6 remaining DURs.

The parcel is zoned AOC and is currently in use value taxation, in accord with the Commissioner of Revenue's requirements, therefore 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.

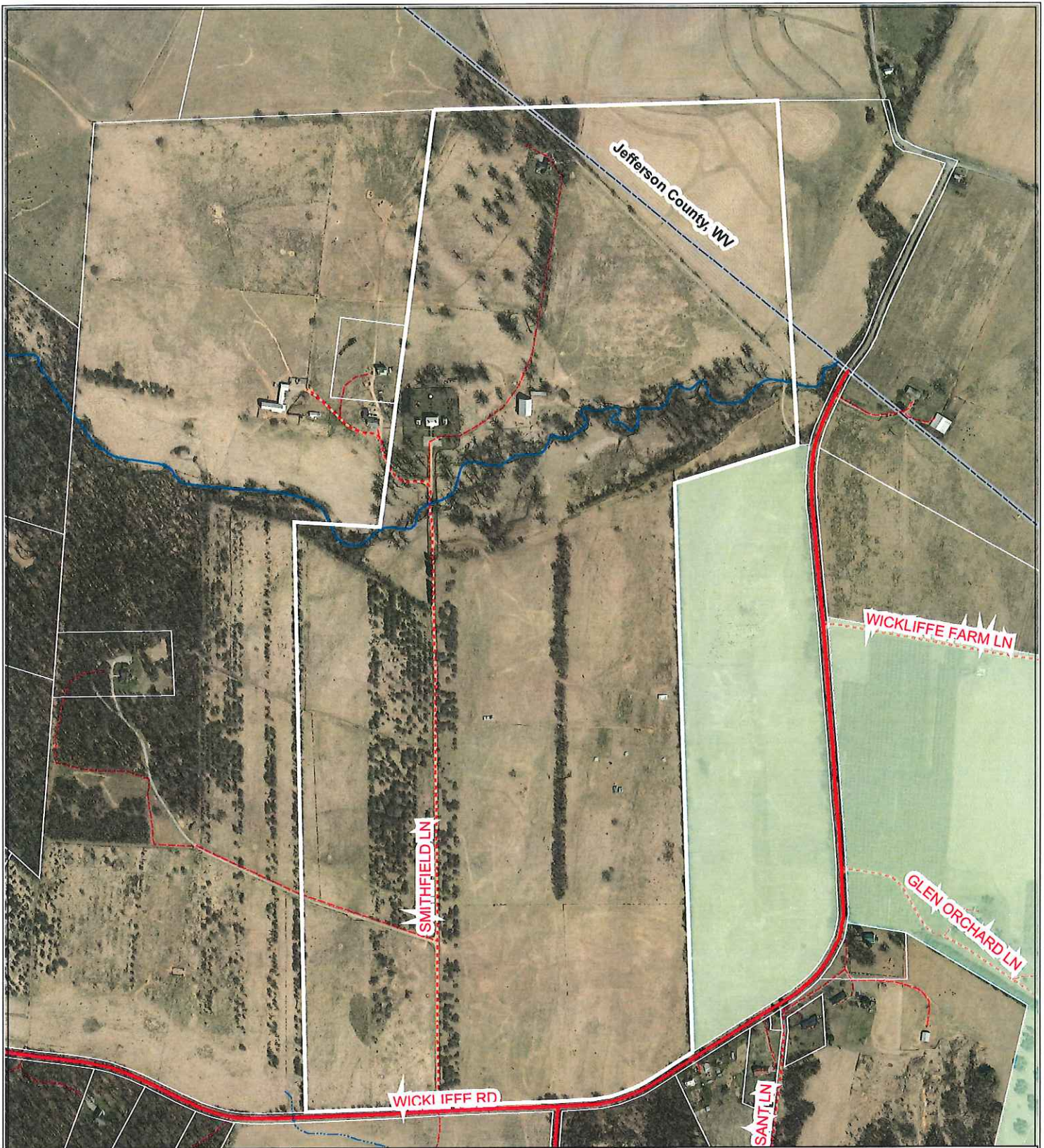
The property meets all of the 4 criteria. The property resource score is 125.69. The applicant would retire all of the 6 remaining DURs. It is next to an existing easement, property that the Pritchard's own and placed in easement in 2009, and it is more than 40 acres. Points were given for retiring 6 DURs, having a perennial stream, a house listed individually on the National Historic Register. Having frontage on a scenic byway, and being owned by the same family for more than 200 years.

Potential grant opportunities include ALE (formally FRPP) federal, and the Virginia Land Conservation Fund (state). This is an excellent candidate for grant funds as it has nearly 100% prime soils, is listed on the National Historic Register and has numerous contributing structures in the Long Marsh Rural Historic District.

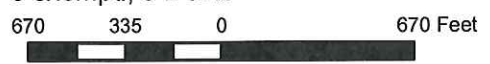
### Recommendation

Give preliminary approval and schedule a site visit.





RSP Enterprises  
 TM# 10-A-6, 214 acres,  
 3 exempt, 5 DURs

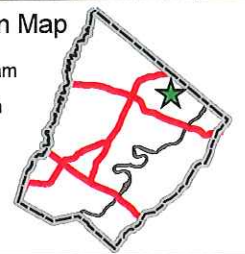


Clarke County GIS  
 April 9, 2018



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

Location Map





## MEMORANDUM

TO: Conservation Easement Authority  
FROM: Alison Teetor  
DATE: April 12, 2018  
SUBJECT: Consideration of an easement donation – Biff Genda, Rosemont

Biff Genda, Genda Land Holdings, LLC owns Rosemont. He is in early stages of considering a conservation easement on Rosemont.

The proposed easement zoning would encompass 45.29 acres roughly surrounding the Rosemont Manor, see attached site plan. This area is zoned DR-2 which would allow up to 90 homes.

The idea would be that the easement would restrict future division of the property. Mr. Genda does not want to include the 10 acres around the Manor house which has been approved as an Event Venue by the Town of Berryville.

He would like to reserve the right to build future buildings up to 1% of the land area.

Mr. Genda says the Town of Berryville has no objection to the easement, staff has confirmed that the Town has no objection. There is a loan but First Bank is cooperative.

Staff has suggested that the Department of Historic Resources hold the easement. This is their initial response.

*"In order for the Virginia Board of Historic Resources to consider holding an easement on a property, it must be listed on the National Register of Historic Places or on the Virginia Landmark Register, or within the boundaries of a battlefield. Our records on this property appear limited, and I'm unable to confirm that this property meets this threshold at this time. However, we do have property owners that pursue historic listing and an easement in coordination.*

*Additional information about the easement program administered by our office is available on our website: <https://www.dhr.virginia.gov/easement/easement.htm>*

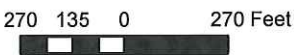
*Our Program Coordinator, Wendy Musumeci, primarily handles inquiries for new easements, and can be reached at [wendy.musumeci@dhr.virginia.gov](mailto:wendy.musumeci@dhr.virginia.gov) or 804-482-6096."*

The current policy of the Easement Authority is to hold easements on properties zoned AOC or FOC in the County. This property is zoned DR-2 and is in the Town of Berryville. If the Authority is interested in holding an easement on the Property, staff suggests consulting with the County attorney to determine how to proceed.





Genda Land Holdings, LLC  
 Tax Map # 14-A-10



Clarke County GIS  
 April 9, 2018



-  Town Boundary
-  Parcel Boundary
-  Conservation Easement
-  Public Road
-  Private Road

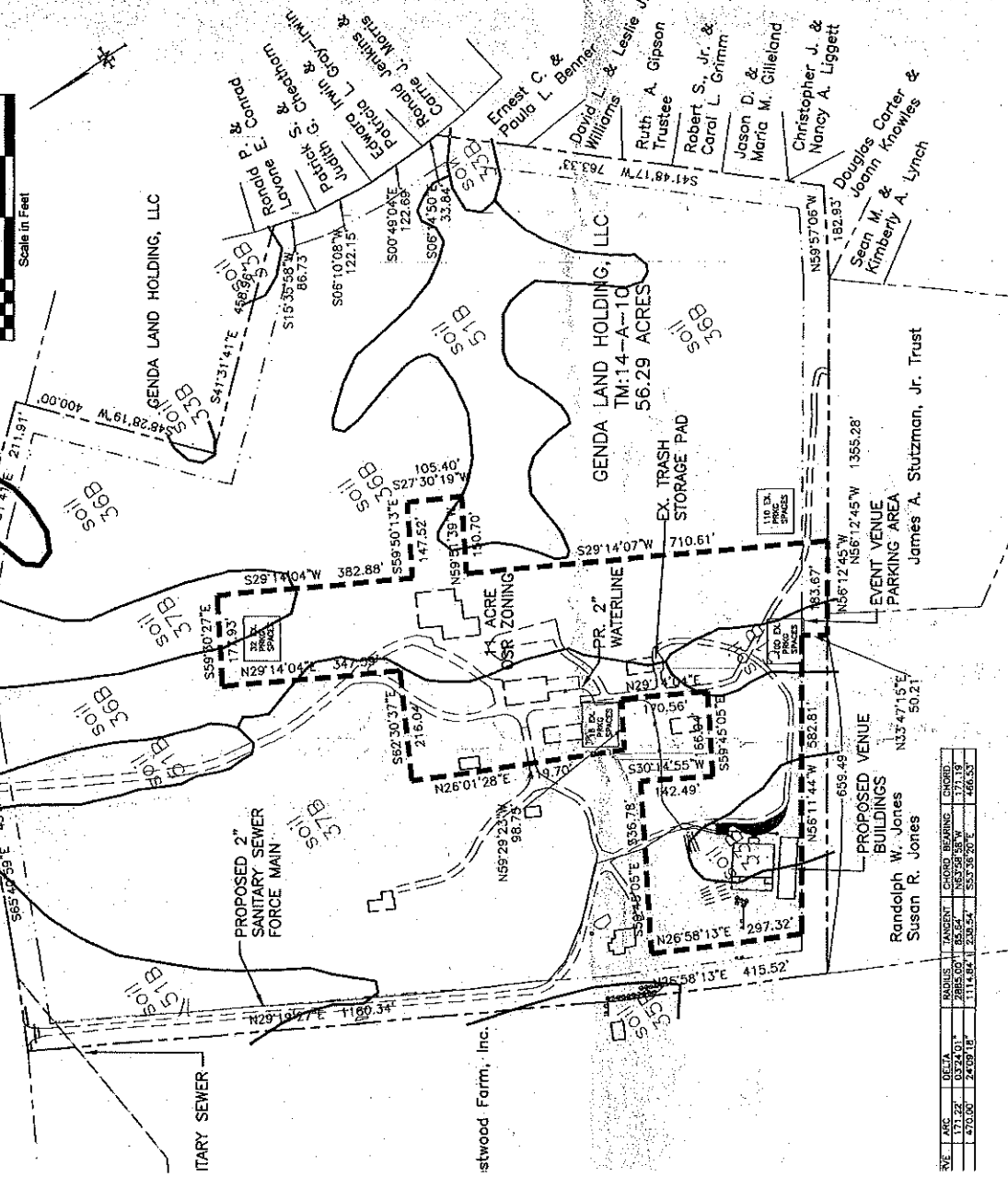
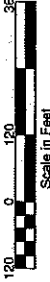
Location Map



Aerial Imagery 2015 Commonwealth of Virginia



**ROSEMONT MANOR PROPERTY EXHIBIT**



**RESPONSIBLE LAND DISTURBER**

NAME: \_\_\_\_\_  
CERTIFICATION #: \_\_\_\_\_  
DATE: \_\_\_\_\_

THE RESPONSIBLE LAND DISTURBER IS THE PARTY RESPONSIBLE FOR CONSTRUCTION AND MAINTENANCE OF THE EROSION CONTROL ACTIVITIES AS SET FORTH IN THESE PLANS.

**UTILITY AND REGULATORY CONTACTS:**

NATIONAL GAS  
Washington Gas  
50 Randolph Ave. 22606  
Winchester, VA 22601  
540-288-7923

ELECTRIC SERVICE  
Appomattock Electric Cooperative  
101 Chalmers Ct. Suite 6  
Fredericksburg, VA 22408  
540-885-8500

TELEPHONE SERVICE  
AT&T  
401 Randolph Lane  
Winchester, VA 22601  
540-685-3158

**\$ KEY**

NAME	CLASS
Proposed 2" Sanitary Sewer, 0 to 7 percent slope	D
Proposed 2" Waterline, 3 to 8 percent slope	C
Proposed 2" Waterline, 8 to 15 percent slope	C
Proposed 2" Waterline, 15 to 25 percent slope	C
Proposed 2" Waterline, 25 to 35 percent slope	C
Proposed 2" Waterline, 35 to 45 percent slope	C
Proposed 2" Waterline, 45 to 55 percent slope	C
Proposed 2" Waterline, 55 to 65 percent slope	C
Proposed 2" Waterline, 65 to 75 percent slope	C
Proposed 2" Waterline, 75 to 85 percent slope	C
Proposed 2" Waterline, 85 to 95 percent slope	C
Proposed 2" Waterline, 95 to 100 percent slope	C

**ABBREVIATIONS**

ASBESTOS FLOOR	AW	CONCRETE	CONC	CONCRETE	CONC
ASBESTOS FLOOR	AW	CONCRETE	CONC	CONCRETE	CONC
...	...	...	...	...	...

**LIST OF DRAWINGS**

SHEET	1/8	CONTRACT NOTES
SHEET	2/8	EXISTING CONDITIONS
SHEET	3/8	PROPOSED CONDITIONS
SHEET	4/8	EROSION AND SEDIMENT CONTROL
SHEET	5/8	NAUTIVE & DETAILS
SHEET	6/8	WATER AND SEWER DETAILS
SHEET	6/8	STORM WATER MANAGEMENT PLAN

**GENERAL NOTES:**

OWNER: A-10 Genda Land Holding LLC, 18 Rosemont Manor Lane, Winchester, VA 22601  
 CONTACT: Mr. William Gonda, Tel: 540-551-3510  
 ENGINEER: PAINTER-LEWIS CONSULTING ENGINEERS ARCHITECTS, 817 Cedar Creek Cross, Suite 120, Winchester, VA 22601  
 CONTACT: John C. Lewis, P.E., Tel: 540-682-5792

Lot Area: 56.29 ac.  
 Existing Use: County Inn  
 Proposed Building: 2 Buildings, 1-Story, Detached Event Venue, 9,400 square feet, 148 people, 148 people, 148 people, Max. number of employees anticipated to be on-site: 148 people.  
 Proposed Building Capacity: 148 people.  
 Proposed Building Capacity: 148 people.

**ROSEMONT MANOR EVENT VENUE SITE DEVELOPMENT PLAN TOWN OF BERRYVILLE, VIRGINIA**

OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

PAINTER-LEWIS CONSULTING ENGINEERS

817 Cedar Creek Cross, Suite 120  
 Winchester, Virginia 22601  
 Telephone (540) 682-5792  
 Fax (540) 682-5792  
 E-mail: office@painter-lewis.com  
 Job No. 17022606  
 January 22, 2018  
 Latest Revision Date: April 4, 2018

**SITE LOCATION MAP**

BERRYVILLE, VIRGINIA

VICINITY MAP

**GENERAL NOTES:**

ENGINEER/ARCHITECT: PAINTER-LEWIS CONSULTING ENGINEERS ARCHITECTS, 817 Cedar Creek Cross, Suite 120, Winchester, VA 22601  
 CONTACT: John C. Lewis, P.E., Tel: 540-682-5792



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# ZACH COVERSTONE

334 High Banks Road Stephenson, VA 22656

540-533-5712 | zcoverstone@radford.edu

## SKILLS

Proficient in ArcGIS

Skilled in CAD

NOCTI certification in pre-engineering and engineering technology

Microsoft Word and Excel

Effective Time Management Skills

Great teamwork skills

Very Organized

Great People / Customer Service Skills

## EDUCATION

BS in Geospatial Science – Environmental Concentration

Minor in Geology

Radford University – Graduation Spring 2019

3.0 GPA

## EXPERIENCE

**Final project for intermediate GIS class** - <https://arcg.is/0uOLf4>

### ***The UPS Store (2016 – Present)***

Retail associate, helped with register and the organization and sale of merchandise

### ***BSR/Summits Point Raceway (April 2017-Present)***

Worked in teams as a Flagger and alongside EMS. Taught great communication and teamwork skills

## VOLUNTEER AND LEADERSHIP EXPERIENCE

Treasurer of GOYA (Greek Orthodox Youth Association)

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YOCAMA Mission Service Trip

Member of Radford University Geography Club

Member of Radford University Geology club

Member of Winchester 4-H club

# Amanda Kerns

105 Lake Sever Drive   
Winchester, VA 22603  
540-664-6741   
Akerns87@gmail.com 

**Objective: Obtain employment with diverse planning department to develop and expand upon Planning and Community Engagement skills**

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## Skills

- Clear and effective written and oral communication skills
- Attention to detail and accuracy in execution of all assigned projects and presentations
- Highly experienced in team leadership in academic and organizational settings
- Talent for socioeconomic data analysis
- Committed to high-quality customer service interactions

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## Technical Training

- Microsoft Office Suite
- Google SketchUp
- ArcGIS
- ESRI Business Analyst
- Adobe Photoshop, Illustrator
- Research and Database Organization

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## Education

DECEMBER 2016

**Bachelor of Urban and Regional Planning / Florida Atlantic University, Boca Raton, Florida**

GPA: 3.9, Magna Cum Laude. Minor in Communications Studies

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## Experience

DECEMBER 2004 – OCTOBER 2009, MARCH 2018 - PRESENT

**Certified Trainer, Server, Bartender / Buffalo Wild Wings, Winchester, Virginia**

- Required to execute and maintain service standards in a fast-paced, high-volume customer service environment
- Established and maintained relationships with regular customers through high-quality customer service interactions
- Executed corporate standards to properly train new front of house employees

FEBRUARY 2010 – MARCH 2018

**Training Coordinator, Server, Bartender / Outback Steakhouse, Winchester, Virginia/Delray Beach, Florida**

- Managed and trained over 75 new hires in all customer service-based positions
- Developed and implemented new training standards and programs in close cooperation with management



- Responsible for executing professional customer service standards and cultivating relationships with customers through guest interactions

JUNE 2015 – MAY 2017

**Research Assistant / Florida Atlantic University Center for Urban and Environmental Solutions, Boca Raton, Florida**

- Researched, analyzed, and synthesized land use and community redevelopment reports pertaining to contracted projects
- Assisted in project management to maintain output and scheduling for simultaneous projects
- Established and maintained community connections and contacts to execute effective, high-quality community engagement events
- Networked with practicing professionals at local, state, and national levels to acquire new projects and provide students access to a wide variety of planning related resources

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## **Leadership Experience**

JANUARY 2017 – MAY 2017

**President / Planning Society @ FAU, Boca Raton, Florida**

- Worked closely with department staff to create and implement creative student engagement programs
- Established and maintained working relationships with local planning professionals to provide students with internship opportunities and access to networking resources
- Managed Planning Society leadership through brainstorming, planning, and execution of club events

AUGUST 2016 – DECEMBER 2016

**Community Services Coordinator / Planning Society @ FAU, Boca Raton, Florida**

- Responsible for planning and executing fundraising and community service activities
- Coordinated community outreach events, such as waterway cleanups and new student recruitment, with local stakeholders and community leaders

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## **References**

**John Bieschke / Personal Reference / 540.247.3438 / j.bieschke@att.net**

**Dr. Jesse Saginor / Associate Professor, Florida Atlantic University School of Urban and Regional Planning / 216.702.4074 / jsaginor@fau.edu**

**Dr. John Renne / Director, Florida Atlantic University Center for Urban and Environmental Solutions / 504.717.1744 / jrenne@fau.edu**

# Robert Bayne Gordon

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## EDUCATION

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### George Mason University

August 2017-Current

Anticipated Bachelor of Arts in Information Systems and Operations Management Fairfax, VA

*Relevant coursework: Public speaking, Information Technology, business and professionalism*

## WORK EXPERIENCE

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### Scotts Miracle Gro

December 2017-Present

*Merchandiser*

Fairfax, VA

- Assisted in chemical and plant resets
- Interact with customers to ensure they get what products they need
- Building and maintaining products on shelves

## LEADERSHIP EXPERIENCE

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### WRESTLING TEAM CAPTAIN

OCTOBER 2015 – FEBRUARY 2017

- Led by example ensuring everybody on the team is a functioning member
- Started practice daily
- Emphasized a positive outlook of wrestling

### Junior Class Vice President

August 2015-June 2016

- Event setup and clean up
- Volunteer Opportunities around the community organizations

### 4-H Club Treasure

2013-2017

- Balanced checkbooks
- Gave monthly briefings about club budget
- Tracked all goods sold and money earned at fundraising events