

**CLARKE COUNTY**  
**Conservation Easement Authority**  
**THURSDAY – 20 APRIL 2017 – 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 16 March 2017
3. Bank Account balances
4. Campaign for the Authority
5. Discussion
  - a. Summer internship
6. Easement Donation/Purchase
  - a. Barbehenn – New application easement donation
  - b. Greenhalgh – DUR purchase – Shan Hill
  - c. Greenhalgh – DUR purchase – Fairfield
  - d. Desrosiers/Eagle – easement donation
7. Report on Applications for Easement Purchase
  - a. *Possible Closed Session to discuss real estate*
  - b. *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.*
8. Adjournment - next meeting – Thursday May 18<sup>th</sup> 10 am

**CLARKE COUNTY**  
**Conservation Easement Authority**  
**draft Minutes – 16 March 2017 draft**

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 16 March 2017, in the A/B Conference Room, 2<sup>nd</sup> Floor Government Center.

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

**Agenda** On motion of Ms. Jones, seconded by Ms. Thomas, the Authority unanimously approved the agenda.

**Minutes** On motion of Ms. Thomas, seconded by Ms. Jones, the Authority unanimously voted to approve the minutes of January 19, 2017.

**Bank Account:** Ms. Teetor handed out the spreadsheets and reviewed the expenditures. Current fund balances show a total fund balance of \$173,197 consisting of \$65,718 in the donations account, \$96,542 in stewardship, and \$10,938 in local funds. Members asked if the spreadsheets could be modified to more accurately reflect current balances. Ms. Teetor will ask the finance department if another format could be developed.

**Public Relations:** **Included in the packet was a memo to Ms. Cardillo** from Kate Petranec asking if the Authority would be willing to sponsor a Wetlands exhibit. The exhibit would be at the Barns of Rosehill and includes a presentation and information about the importance of wetlands. In light of the recent wetlands restoration at Powhatan members agreed to sponsor the exhibit. On motion of Ms. Jones, seconded by Ms. Thomas members approved a \$500 sponsorship from the stewardship fund account. Ms. Cardillo also passed around the Winchester Star article on the Awards Luncheon. She also stated that the Spring newsletter had been mailed the main story was an interview with Mike Cassidy, owner of Cool Spring Farm that was recorded in January. Ms. Cardillo thought this would be a good article to share with other media outlets. She asked members for ideas on stories for the summer newsletter. Members suggested the Bowen's who recently recorded an easement on property near Long Branch. Another idea was to compare and contrast an older easement like the one on Saratoga with the newer smaller parcel owned by the Bowen's.

**Discussion**

**a. Deed of Easement template review** Ms. Teetor explained that she had been reviewing deed templates from other agencies and land trusts to compare with our template to see if we would want to make any changes. Ms. Teetor asked Ms. Jones if she would be available to review the documents, she said she would be happy to help. Once she has had a chance to review the documents any proposed changes would be reviewed by all members before forwarding to Bob Mitchell.

**b. Summer Internship** Ms. Teetor reported that she has received 4 applications for the internship position. One was from out of state but the others are all local. A decision will be made at the April meeting.

**c. Sponsor ad in Fair Catalog** Ms. Teetor asked if the Authority wanted to sponsor an ad in the Fair catalog again this year. After discussion on motion of Ms. Thomas, seconded by Ms.

Jones members approved a full page ad for \$90.

**d. Sponsor Vault conference ad** Ms. Teetor included information on the annual Virginia land trust conference. The conference focuses on Conservation Easement issues and is attended by many of the County easement program staff. VDACS offers free registration to PDR managers. After discussion on motion of Ms. Thomas, seconded by Ms. Jones members approved a \$250 sponsorship.

**e. Solicitation letter adjacent property owners** Ms. Teetor included an example of the letter which was mailed to property owners adjacent to recently recorded easements. Approximately 70 letters were sent. One response was received to date.

### **Easement Donation/Purchase**

a. Barbehenn – Raymond and Michael Barbehenn have applied for an easement donation. The property is located on the west side of Blue Ridge Mountain Road approximately 2.3 miles north of Route 50. The parcel is a portion of Cabin Properties previously owned by the Smalley family. The parcel is identified as Tax Map# 40-A-4M, consisting of 100.4 acres, with 2 DURs. The property is wooded and vacant. The parcel has over ½ mile of frontage on the Appalachian Trail corridor. The parcel meets three of the four criteria; the score was 58.45 due to retiring both of the remaining DUR's, AT corridor frontage, and steep slopes. The owner would like to retire both of the remaining DURs. On motion of Ms. Jones, seconded by Ms. Thomas members gave preliminary approval with the request that the applicant consider retaining one DUR, and asked staff to schedule a site visit.

b. Dillon – Ms. Teetor reported that the Dillon's are interested in pursuing the DUR purchase and are waiting on an appraisal.

c. Bell – Mr. Bell did receive his appraisal and was not satisfied with the amount and therefore will likely not donate the easement.

d. Johnston – the Johnston's are also waiting on an appraisal before moving forward with the DUR purchase.

**Adjournment** There being no further business, Ms. Jones moved and Ms. Thomas seconded that the Authority adjourn to the next meeting is scheduled for Thursday April 20<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

Conservation Easement Expense Detail - FY17

	Donations	Stewardship	Local Funds
July	25.00 Downstream Project-Domain Reg/Renewal 25.00 Downstream Project-Domain Reg/Renewal <u>50.00</u>		
August	9.08 Pitney Bowes 450.00 Gloria Marconi-Summer '16 Newsletter 640.00 Robin Cardillo-Svcs for CEA 300.00 Clarke Co Ruitan-Fair Sponsorship 580.00 Winchester Printers-Envelopes 136.00 Winchester Printers-CCEA Banner <u>2,115.08</u>	2,000.00 M. Mcguigan-Inspection 45.90 M. Mcguigan-Mileage 113.94 M. Mcguigan-Mileage <u>2,159.84</u>	447.50 Hall, Monahan-Legal Svcs July 2016 3,000.00 Myers & Woods-Apprsl rpt-Cool Springs Farm 3,000.00 Dunn Land Surveys-Boundary Srvy Cool Springs 1,800.00 Boykin Realty Appraisal-Cool Springs Farm <u>8,247.50</u>
Sept	946.63 Robin Cardillo-Svcs for CEA 1,002.73 Winchester Printers-Newsletter & postage 81,020.00 Hall Monahan -Moore & Dorsey, Inc Purchase <u>82,969.36</u>	<u>0.00</u>	207.50 Hall, Monahan-Legal Svcs Aug 2016 81,020.00 Hall Monahan -Moore & Dorsey, Inc Purchase <u>81,227.50</u>
Oct	20.20 Postage 1,000.00 Donation to CCHS 720.00 Robin Cardillo-Svcs for CEA 68.00 Winchester Printers-CCEA Banner 450.00 Gloria Marconi-Fall '16 Newsletter <u>2,258.20</u>	<u>0</u>	452.50 Hall, Monahan-Legal Svcs Aug 2016 <u>452.50</u>
Nov	790.04 <u>790.04</u>	<u>0</u>	2,815.00 Hall, Monahan-Legal Svcs Oct 2016 495.00 Maral Kalbian-Grnwy Court Consulting Svcs <u>3,310.00</u>
Dec	200.00 Gloria Marconi - End of Yr appeal letter 439.75 BB&T - PA & CEA Items 68.00 Winchester Printers-CCEA Banner 1,054.10 Robin Couch Cardillo-End of Yr appeal svcs 1,761.85 <i>Sub-total</i> <u>33,986.85</u>	<u>0</u>	365.00 Hall, Monahan-Legal Svcs Nov 2016 300.00 Dunn Land Surveys-Susan Digges property 1,530.00 Hall, Monahan-Legal Svcs Dec 2016 2,195.00 <i>Sub-total</i> <u>4,290.00</u>
Jan	12,140.50 Hall, Monahan, Engle-Susan Digges purchase 20,084.50 Hall, Monahan-Digges Farm purchase <u>33,986.85</u>	<u>0</u>	52,869.50 Hall, Monahan, Engle-Susan Digges purchase 85,800.50 Hall, Monahan-Digges Farm purchase <u>140,865.00</u>
Jan	823.72 Winchester Printers-2016 Annual Appeal Ltr 16.02 Postage 720.00 Robin Couch Cardillo-Services for CEA 1,559.74 <i>Sub-total</i> 5,738.00 Hall, Monahan, Engle-Cool Spring Farm purchase <u>7,297.74</u>	<u>0</u>	605.00 Maral Kalbian-Greenway Court 311,262.00 Hall, Monahan, Engle-Cool Spring Farm purchase <u>311,867.00</u>
Feb	1,413.62 Robin Couch Cardillo-Services for CEA 35.00 Crown Trophy - Engraved Plate 546.44 BB&T - Services for CEA <u>1,995.06</u>	<u>0</u>	1,072.50 Hall, Monahan-Legal Svcs Jan 2017 <u>1,072.50</u>
Mar	450.00 Gloria Marconi - Winter Newsletter 720.00 Robin Couch Cardillo-Services for CEA 63.17 BB&T - Services for CEA 25.00 Downstream Pjt - Domain Name Reg. 445.00 Winchester Printers-Remittance envelopes 215.00 Winchester Printers - Envelopes 1,011.10 Winchester Printers - Svcs for CEA newsletter <u>2,929.27</u>	<u>0</u>	415.00 Hall, Monahan-Legal Svcs Feb 2017 415.00 Hall Monahan - Legal Svcs Feb 2016 <u>0.00</u>
Apr			
YTD Totals	Donations <u>134,392</u>	Stewardship <u>2,160</u>	Local Funds <u>547,457</u>

**Fund 235 - Conservation Easement Balances**

**EOY 2016**

Fiscal Year 2017

These beginning balances not final yet

	Total Fund Balance	Donations	Stewardship Account	Local Funds
Fiscal Year 2017	259,135	160,259	86,478	12,398
July Rev/AR		400	33	0
July Exps/AP		-50	0	0
Aug Rev/AR		1,340	33	
Aug Exps/AP		-2,115	-2,160	-8,248
Sept Rev/AR		714	32	82,427
Sept Exps/AP		-1,949	0	-208
Sept Exp Moore & Dorsey Inc purchase		-81,020		-81,020
Oct Rev/AR		432	12,093	1,589
Oct Exps/AP		-2,258	0	-453
Nov Rev/AR		1,025	32	4,456
Nov Exps/AP		-790	0	-3,310
Dec Rev/AR		5,516		147,822
Dec Exps/AP		-1,762	0	-2,195
Dec Exp Susan Digges & Digges Farm purchase		-32,225		-138,670
Jan Rev/AR		19,499		309,302
Jan Exps/AP		-1,560	0	-605
Jan Exp Cool Spring Farm purchase		-5,738		-311,262
Feb Rev/AR		9,165		400
Feb Exps/AP		-1,995	0	-1,073
Mar Rev/AR		2,150		58,095
Mar Exps/AP		-2,929	0	-415
Apr Rev/AR		648		400
Apr Exps/AP		0	0	0
<b>YTD Rev/AR</b>	<b>657,604</b>	<b>40,889</b>	<b>12,223</b>	<b>604,492</b>
<b>YTD Exps/AP</b>	<b>684,008</b>	<b>134,392</b>	<b>2,160</b>	<b>547,457</b>
<b>Adjustments</b>	<b>0</b>			
<b>YTD FUND BALANCE (AR &amp; AP)</b>	<b>232,731</b>	<b>66,757</b>	<b>96,542</b>	<b>69,433</b>

**Brenda Bennett:**  
Accts Rec for Moore & Dorsey easements (VDACS). Rec'd 12/21/16

**Brenda Bennett:**  
Land Use rollback tax

**Brenda Bennett:**  
Land Use rollback tax

**Clarke County:**  
Land Use rollback tax - \$8,097  
Accts Rec for Digges Farm- \$20,084.50 -Rec'd 01/2017  
Accts Rec for Digges Farm-70,250.00-Rec'd 3/2017  
Accts Rec for Susan Digges- \$12,140.50-Rec'd 01/2017  
Accts Rec for Susan Digges-\$37,250.00-Rec'd 03/2017

**Clarke County:**  
Land Use rollback tax - \$3,927  
Est. Accts Rec for Cool Spring Farm - \$305,375-Rec'd \$126,125 03/2017, Rec'd \$179,250 3/21/17

**Clarke County:**  
Land Use rollback tax - \$400

**Clarke County:**  
Land Use rollback tax=500+42,946.24+4648.44  
Transfer from general fund-\$10,000

**VDACS**

101,322.82 Expires 12/31/2017 (FY2015)  
42,319.18 Expires 12/31/2018 (FY2016)

**143,642.00**

-82,427.48

0.00

-20,084.50

-12,140.50

-15,080.00 estimated

ESTIMATED YTD BALANCE 232,731 66,757 96,542 69,433 13,909.52 AVAILABLE Estimated YTD BALANCE-VDACS

**Anticipated Easement Closings:**

- Moore & Dorsey Inc (Approp 07/2016)-CLOSED-Actual EXPS above
- Cool Spring Farm, Mike Cassidy-CLOSED-Actual EXPS above
- Digges Farm LLC -CLOSED- Actual EXPS above
- Susan Digges -CLOSED- Actual EXPS above
- Bill & Jane Johnston-Estimated

FY16 Expenditure Appropriations	Local Funds	Actual Expenses	Appropriated Balance	
			Actual Expenses	Remaining
General Expenses	30,000	34,073	-4,073	
Moore & Dorsey Inc - closed in Sept	160,000	162,040	-2,040	
Cool Springs -closed in Jan	317,100	317,000	100	
Susan Digges Appraisal - closed in Dec	70,500	65,010	5,490	
Digges Farm Appraisals - closed in Dec	111,375	105,885	5,490	
Bill & Jane Johnston	30,160		30,160	
	719,135	684,008		35,127

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



ROBIN COUCH CARDILLO

April 13, 2017

Clarke County Conservation Easement Authority  
Fundraising and Public Relations Report  
April 2017 meeting

**Donor Statistics**

See attached Master Report

- 2017 total: \$4,093 from 45 donors

**Ongoing**

*-Update on partnering with artist on wetlands art exhibition*

- Kate Petranec is finalizing date with Barns of Rose Hill
- \$500 sponsorship commitment

*-Spring newsletter*

- Profiling Saratoga/Mitchells, online forest management course for land owners, wetlands art exhibit

*-Listing of donors in newsletter*

- Rethink listing all; some haven't given in years
- Run list in every issue or annually?

# Fundraising Results: Clarke County Conservation Easement Authority

As of April 13, 2017

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017
Amount	\$13,345	\$19,090	\$20,871	\$25,949	\$26,396	\$25,843	\$23,530	\$42,266	\$36,260	\$57,356.00	\$24,778.00	\$4,093.00
# Donations	115	161	208	209	203	195	181	200	169	158	164	45
<b>YE Donor Appeal</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
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	
Donor Respondents	73	59	87	86	76	68	50	69	51	61	47	
YE Prospect Amount		\$2,115	\$425				\$40		\$1,650	\$104	\$25	
Prospect Respondents		24	7				1		3	2	1	
<b>Winter Newsletter</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Dollar Amount	\$2,700	\$2,700	\$2,700	\$2,065	\$2,865	\$2,126	\$3,611	\$4,805	\$3,335	\$2,700	\$2,228	\$2,815
Respondents	23	23	23	27	32	21	32	39	26	25	29	39
<b>Spring Newsletter</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Donor: Dollar Amount	\$3,775	\$455	\$2,074	\$5,820	\$2,810	\$2,520	\$3,415	\$1,975	\$3,705	\$3,420	\$2,725	
Donor: Respondents	35	5	19	38	26	27	32	28	26	27	19	
taxpayer Spring Newsletter: Dollar Amt		\$2,200	\$940	\$460	\$450	\$825	\$765	\$165	\$1,380	\$100	\$75	
taxpayer Spring Newsletter: Respondents		16	19	10	4	11	5	4	9	1	3	
<b>Summer Newsletter</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Dollar Amount	\$2,370	\$2,370	\$2,020	\$1,330	\$1,883	\$2,735	\$1,580	\$5,040	\$3,215	\$1,927	\$2,115	
Respondents	20	20	27	22	33	26	21	22	27	22	28	
<b>Fall Newsletter</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Donor: Dollar Amount	\$2,210	\$2,210	\$765	\$260	\$7,300	\$2,946	\$4,630	\$2,660	\$2,325	\$1,250	\$600	
Donor: Respondents	12	12	5	7	25	26	30	27	14	3	6	
taxpayer Fall Newsletter Dollar Amt		\$1,430	\$90	\$1,405	\$65	\$605	\$715	\$240	\$760		\$325	
taxpayer Fall Newsletter: Respondents		25	4	8	2	8	9	5	5		5	
<b>Over the Transom</b>	<b>2006</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>
Dollar Amount	\$3,380	\$3,380	\$3,380	\$4,175	\$1,900	\$868	\$1,457	10,500	\$1,550	\$257	\$362	\$1,230.00
Donor Respondents	17	17	17	11	5	6	2	2	2	3	12	6
<b>Donor Thank-You Party</b>	<b>2006</b>											
Dollar Amount	\$1,105											
Donor Respondents	6											
<b>Photo Revenue</b>					\$747	\$57	\$67			\$	\$	\$48
Notecards												
Gift-in-Kind (admin work donated by Kate Petranec)						\$346	\$473	\$469				



# BAILEY M. HERDE

School Address: 1 Mead Way, Bronxville, New York 10708 | Permanent Address: 110 Oak Ridge Drive, Stephens City, Virginia  
22655 | 540-532-3982 | bailey.herde@gmail.com

## EDUCATION

Sarah Lawrence College, Bronxville, NY September 2014  
Major: Liberal Arts and Humanities  
Concentrations: Political Science, History, Literature, French, Writing  
Planned Graduation Date: May 2018  
GPA: 3.71

*Relevant Coursework:* The Politics of Immigration and Race in the U.S.; First Year Studies in Writing; Spaces of Exclusion, Places of Belonging; Urban Crisis and the Black Revolt: Civil Rights and Black Power in the Jim Crow North; Slavery: A Literary History; The Evolution of Humanitarian Law and Human Rights; "City of Gracious Living": Yonkers Oral History Project; (Re) Imagining Yonkers; Crafting Voice-Contests Over Political Power; Place, Power, Political Voice in Yonkers: Theory, Practice, Policy, and Research; Poverty and Wealth in Global Latin American History; Dream Books: British Literature 1790-1900; International Politics and Ethnic Conflict

## EXPERIENCE

**SHOP'n SAVE (formerly Food Lion), Winchester, Virginia** May 2016–  
Present

### Produce Associate

- Maintain clean and orderly sales floor
- Assist with ordering produce
- Assist customers
- Attentive to customer purchase patterns in order to maintain consistent stocks on the sales floor

**THE ANNUAL (SARAH LAWRENCE YEARBOOK), Bronxville, New York** September 2015–  
Present

### Editor-in-Chief

- Direct staff members
- Organizing digital layouts
- Interface with other organizations to ensure representation
- Responsible for determining budget

**THE SARAH LAWRENCE REVIEW, Bronxville, New York** September 2014–  
Present

### Layout Editor

- Format publication for readability and aesthetic pleasure
- Meet requests of editors-in-chief in a timely manner to create best product

**METRO PIZZERIA, Winchester, Virginia** May 2015– August  
2015

### Server/Host

- Provided exceptional service to patrons in dining establishment
- Maintained cleanliness and organization of working and dining area
- Patient and kind to all customers

**THE ANNUAL (SARAH LAWRENCE YEARBOOK), Bronxville, New York** September 2014– May  
2015

### Sports Section Editor

- Curated and collected pictures
- Designed layout of sports section and cover

## ACTIVITIES AND COMMUNITY SERVICE

**Westhab, Inc., Yonkers, New York** September 2017– December  
2017

### After-school Volunteer

Riverside Language Program, New York, New York September 2014– December  
2014

### Conversation Volunteer

Virginia German Shepherd Rescue, Winchester, Virginia  
2012–2013

### Adoption Day Volunteer

Girl Scouts, Herndon, Virginia 2001–  
2014

# BAILEY M. HERDE

School Address: 1 Mead Way, Bronxville, New York 10708 | Permanent Address: 110 Oak Ridge Drive, Stephens City, Virginia  
22655 | 540-532-3982 | [bailey.herde@gmail.com](mailto:bailey.herde@gmail.com)

## **SKILLS AND INTERESTS**

**Skills:** Strong written and spoken French, some Spanish comprehension; Proficient in Photoshop, InDesign, Microsoft Office, Google Platform, various social media platforms (Twitter, Tumblr, Facebook, Instagram, WordPress, Snapchat); Man and PC literate; Copy editing; Online and academic research; Layout design; Adaptable and rapid learner; strong multitasker; Telephone skills; Personable and outgoing

**Interests:** Photography, creative journalism, local and national history and politics, traveling, literature

## References:

**Myra Goldberg:** Current professor of writing at Sarah Lawrence College and my current faculty don (advisor). I took a course entitled "First Year Studies: Fiction Workshop" with her during my freshman year. In addition to supervising my current academic pursuits, she supervised me regarding two long term fiction projects I wrote in her class.

**Phone:** (646) 309-7636

**Email:** [mgoldber@sarahlawrence.edu](mailto:mgoldber@sarahlawrence.edu)

**Pam Kelchner:** Produce Manager at SHOP 'N SAVE. As a produce associate, I report to her.

**Phone:** (540) 665-3090

**Lulsa Heredia:** Current Joanne Woodward Chair of Public Policy and professor of public policy and Latino Studies at Sarah Lawrence College. She was the supervisor of my research on transnational Trinidadian communities and on juvenile detention in New York.

**Phone:** (617) 645-6242

**Email:** [lheredia@sarahlawrence.edu](mailto:lheredia@sarahlawrence.edu)

**Nicholas Jewett**

129 Hill Valley Drive, Winchester, VA 22602

njewett87@gmail.com

(802) 999-0607

**OBJECTIVE**

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Highly motivated graduate student seeking employment in the environmental industry.

**EDUCATION**

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**Johns Hopkins University** M.S. Environmental Science and Policy

Projected graduation: August 2018

**American Military University** B.S. Environmental Science

Related Courses: Organic Chemistry, Micro Biology, Genetics, Water Science, Soil Science, Environmental Policy, Regulation and Law, Mammalogy, Fishery Biology, Botany, Zoology, Plant Physiology, Environmental Planning and Design

**Community College of the Air Force** A.A. Information Systems Technology

Related Courses: Leadership and Management I, Managerial Communications I

**Airman Leadership School** (5-week advanced leadership course)

**SUMMARY OF QUALIFICATIONS**

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Astute, self-motivated individual with over a decade of leadership experience and a proven track record. Ability to quickly adapt to changing situations and to employ creative solutions to meet or exceed desired objectives. Trained, supervised and supported hundreds of team members in a variety of dynamic situations. Distinct areas of expertise include:

- Secret clearance
- Laboratory procedures
- Microsoft Office
- Field sampling technique
- Classroom instruction
- Contingency planning
- Wilderness survival
- Lesson plan development
- Team building
- GIS
- Communications
- Emergency medical care

**PROFESSIONAL HIGHLIGHTS**

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**FORT RILEY ENVIRONMENTAL DIVISION**

**Internship / Shadowing Experience, Ft. Riley KS**

**2016**

- Analyzed base wide hazardous material procedures
- Utilized Lean 6 Sigma mapping concepts to identify areas of inefficiency
- Reported hazardous material findings and recommendations to the environmental director

**UNITED STATES AIR FORCE**

**Operational Training Instructor, Ft. Riley KS**

**2016**

- Created and instruct lesson plans in accordance with national curriculum
- Ensured all unit personnel meet professional proficiency standards prior to deployment
- Collaborated with unit management to identify areas of needed improvement
- Designed and implement new processes to adapt to changing operational requirements

**Battalion Air Liaison Officer, Ft. Riley KS**

**2014 - 2016**

- Advised Army leaders on Air Force doctrine and capabilities of aircraft and weapons
- Led four person teams and oversaw 1.4 million dollars of tactical equipment
- Ensured effective integration and training between Army and Air Force units

**Dynamic Targeting Advisor, Combined Air and Space Operations Center, Qatar**

**2014**

- Close Air Support subject master expert and advisor to senior Air Force staff
- Identified targets and provided vital mission data to coalition commanders
- Developed new operational procedures for effective targeting in politically sensitive regions

**Joint Terminal Attack Controller / Fires Observer, Multiple Locations**

**2010-2014**

- Managed critical communication links between air, naval, and ground forces
- Coordinated emergency response teams and agencies
- Oversaw the operation of surveillance and detection systems
- Provided technical information and advice on capabilities and operational readiness
- Directed operation of weapons targeting, firing, and launch computer systems

**OUTDOOR RECREATION**

**Whitewater Kayaking Instructor and Guide, Multiple Locations**

**2004-2010**

- Instructed beginner through advances courses
- Provided excellent customer service to enhance the clients experience
- Ensured safety of all clients
- Maintained currencies in Swift Water Rescue and Wilderness First Responder

**References Available Upon Request**

# Sophia H. Dorsey

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## Objective

To obtain a summer job assisting in the management of easement properties, and gain job experience in the field.

## Education and Training

James Wood High School

- 4.0 GPA, Honor Roll, 8 AP classes, and top 10% of class.
- Will attend Wake Forest University in fall 2017.

## Work History

Babysitter and Petsitter for Beth Anderson June- August 2016

## Extra-Curricular Activities

- National Honor Society (2015-present)
- Varsity Cross-Country (2013-2016)
- Varsity Track (2014-2017)
- Swim Team (2014-2017)

## Skills

- Has basic Spanish knowledge.
- Is currently enrolled in a landscaping class in high school.
- Has taken Econ/Finance class and passed WISE financial literacy test.

## MEMORANDUM

TO: Conservation Easement Authority  
FROM: Alison Teetor  
DATE: April 13, 2017  
SUBJECT: Application for DUR Purchase – George Greenhalgh

George Greenhalgh has applied to the easement authority for approval of a DUR purchase. The property is located on the north side of Ellerslie Road at the intersection with Clay Hill Road at 475 Shan Hill Lane, Tax Map# 30-((A))-98. The parcel is 259 acres with 2 existing house and 6 DURs. The applicant would like to retire 3 of the 6 remaining DURs.

The parcel is zoned AOC and are 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.

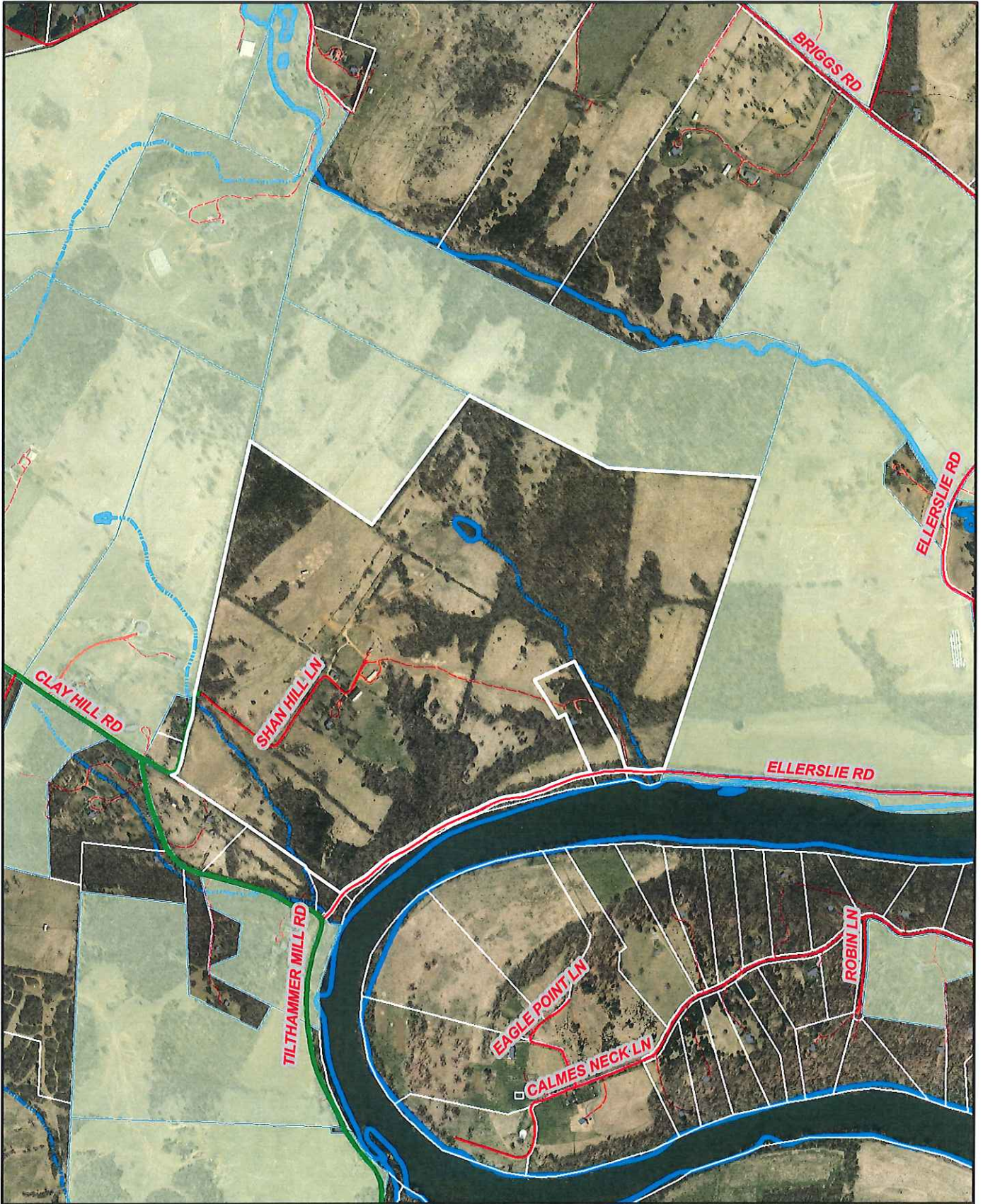
The applicant has requested consideration for retiring 3 DURs leaving a total of 3 DURs and 2 existing houses. He would like the ability to subdivide the 259 parcel once so that the end result will be 2 parcels, each with a primary and secondary dwelling.

The parcel meets all 4 criteria. The property resource score was 115.53, he retiring at least 1 DUR, it is over 40 acres, and adjacent to existing easements. The parcel has nearly ½ mile frontage on the Shenandoah River, and the two houses are contributing to the Greenway Historic District. Additional points were given for retiring DURs, being adjacent to existing easements, being a family farm.

The applicant would agree to a 200' building setback to the River, building envelopes, and would like the ability to subdivide the 259 acre parcel once.

### **Recommendation**

Give preliminary approval for the easement donation and schedule a site visit.



George Greenhalgh  
 Tax Map# 30-A-98, 259 acres  
 2 ext. houses, 6 DURs



Clarke County GIS  
 April 13, 2017



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



## MEMORANDUM

TO: Conservation Easement Authority  
FROM: Alison Teetor  
DATE: April 13, 2017  
SUBJECT: Application for DUR Purchase – George Greenhalgh – Fairfield

George Greenhalgh has applied to the easement authority for approval of a DUR purchase. The property is located on the east side of Lord Fairfax Highway (Route 34) approximately 1 mile south of the West Virginia line. The parcel is identified as Tax Map# 9-3-1B and consists of 35.87 acres, with 4 exemptions and 2 DURs.

The parcel is zoned AOC and are 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 resource score is 81.43. The applicant would retire at least one of the remaining DUR's. The parcel is within the Long Marsh Rural Historic District and has several contributing structures and is listed individually as a National Register property. There is a perennial stream and spring and the parcel fronts on Lord Fairfax Highway (Route 340), a primary highway. The property has been in the family for more than 50 years.

### Recommendation

Give preliminary approval and schedule a site visit.





Fairfield Farm, LLC  
 Tax Map# 9-3-1B, 35.87 acres  
 3 ext. dwlgs, 2 DURs



Clarke County GIS  
 February 21, 2017

**Legend**

- Conservation Easements
- Intermittent Stream
- Parcel Boundary
- Perennial Stream
- Roads
- Private Road



## MEMORANDUM

TO: Conservation Easement Authority  
FROM: Alison Teetor  
DATE: April 13, 2017  
SUBJECT: Application for Easement Donation – Matthew Desrosiers and Lisa Eagle

The property is located on the east side of Bishop Meade Road approximately 1.2 miles south of the intersection with Lord Fairfax Highway (Route 34). The parcel is identified as Tax Map# 22-A-122A and consists of 30 acres, with 1 existing dwelling and 2 DURs. It is just south of the Westphal property.

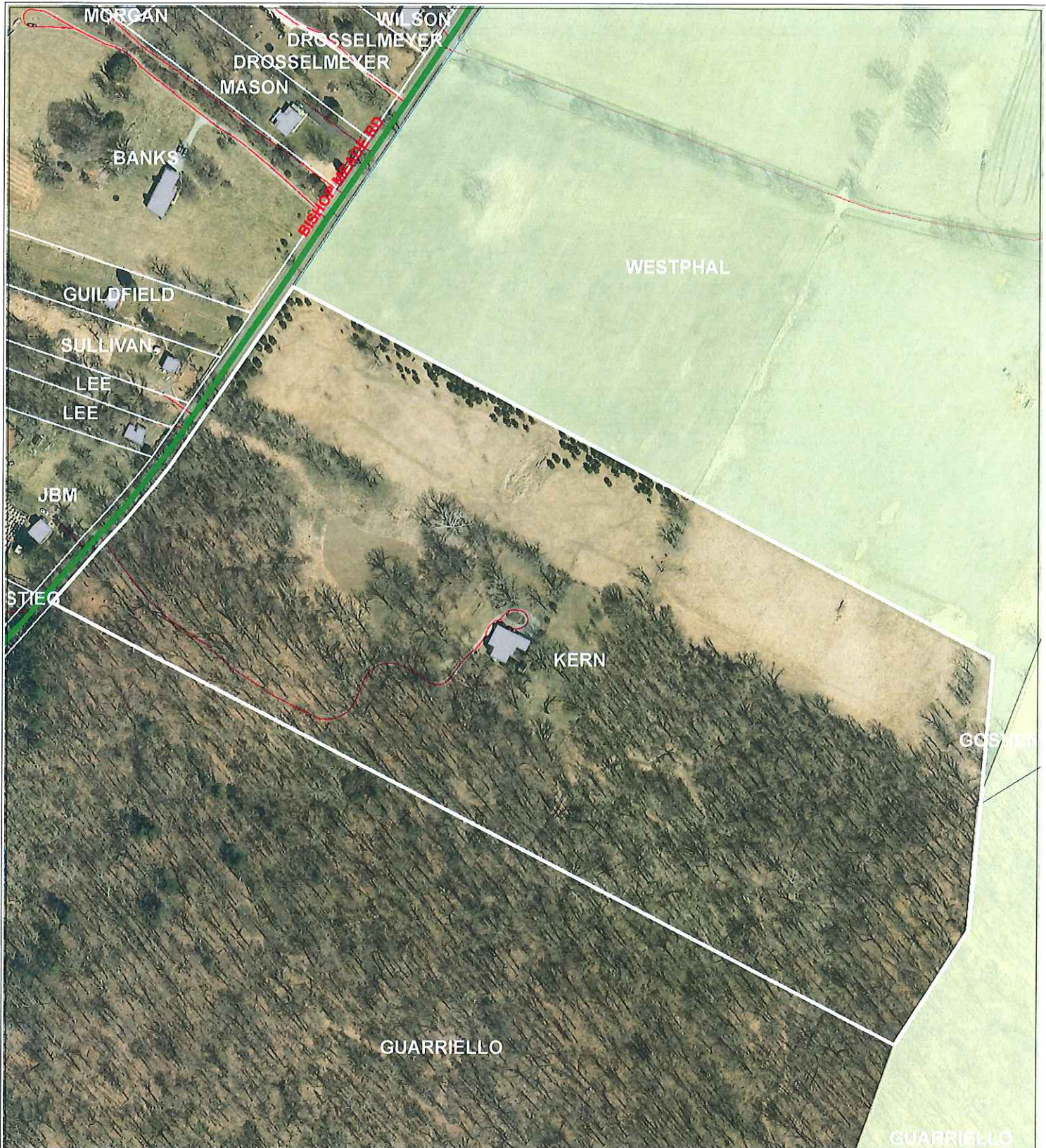
The parcel is zoned AOC and is not currently in use value taxation, but does qualify, in accord with the Commissioner of Revenue's requirements, therefore a donation may be considered if at least two of the following four guidelines are met:

- 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 resource score is 66.95. The applicant would retire at least one of the remaining DUR's. The parcel is within the Chapel Rural Historic District and the house is a contributing structure. The parcel is adjacent to several eased properties and has 760' of frontage on Bishop Meade Rd. a state designated scenic byway.

### Recommendation

Give preliminary approval and schedule a site visit.



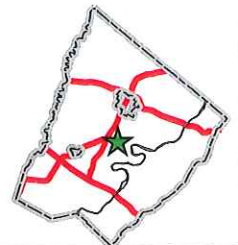
**Matthew Desrosiers & Lisa Eagle**  
**Tax Map# 22-A-122A, 30 acres**  
**1 ext. house, 2 DURs**



Clarke County GIS  
 April 13, 2017



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



Aerial Imagery 2015 Commonwealth of Virginia