

CLARKE COUNTY
Conservation Easement Authority
THURSDAY – 21 MAY 2015 - 10:00 AM
A/B Conference Room, 2nd Floor Government Center
AGENDA

1. Call to Order
 2. Approval of Agenda
 3. Approval of Minutes of the meeting of 16 April 2015
 4. Bank Account Report Balance as of

31 March 2015	\$102,493.18	Bank of Clarke County
+ Donations	\$ 560.00	
Balance as of April 30, 2015	\$103,053.18	
 5. Stewardship Fund – balance as of

30 April 2015	\$72,563.85	Bank of Clarke County
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 6. Campaign for the Authority – see attached report
 7. Discussion
 - a. 2015 Internship applicants
 8. Easement Donation/Purchase
 - a. David Bralove – easement donation
 - b. Glen Masters – deed of amendment
- Report on Applications for Easement Purchase
Possible Closed Session to discuss real estate
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 June 18th 10 am

CLARKE COUNTY
Conservation Easement Authority
draft Minutes – 16 April 2015 draft

A regular meeting of the Conservation Easement Authority was held at 10:00 am on Thursday, 16 April 2015, in the A/B Conference Room, 2nd Floor Government Center.

Present: G. Ohrstrom, M. Hobert, L. Wallace, R. Buckley, P. Engel, M. Jones
Absent: W. Thomas
Staff: A. Teetor, Brandon Stidham
Call to Order : Mr. Buckley, Chair, called the meeting to order at 10:00 a.m.

Agenda On motion of Ms. Wallace, seconded by Mr. Hobert, the Authority unanimously approved the agenda, with the changes of moving the discussion of the Masters Deed of Amendment after approval of the minutes, addition adding a discussion item regarding Spout Run Farm, and a request for matching funds for a CLG grant application.

Minutes On motion of Ms. Wallace, seconded by Ms. Jones, the Authority unanimously voted to approve the minutes of March 19, 2015, with corrections.

Discussion

Masters – Deed of Easement amendment – At the last meeting, members were briefed on an error in the DUR allocation for Glen Masters was discovered after the easement had been recorded. Records show that the existing house should have been considered an exemption and therefore the property should have been allocated a DUR. Mr. Masters was present at the meeting and asked if he would be permitted to keep the DUR and be allowed to subdivide, or if he was not able to subdivide could he keep the DUR in order to build a tenant house. Members discussed the issue with Mr. Masters and then decided to go into closed session for further discussion.

On motion of Mr. Engel, 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. Engel, seconded by Ms. Jones, the Authority unanimously approved reconvening in Open Session. Mr. Ohrstrom moved, seconded by Ms. Jones, 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:

Mr. Hobert	Aye	Ms. Wallace	Aye	Mr. Buckley	Aye
Mr. Engel	Aye	Ms. Thomas	Absent	Mr. Ohrstrom	Aye
Ms. Jones	Aye				

The following action was taken subsequent to the Closed Session:

On motion of Mr. Engel, seconded by Ms. Wallace, the Authority unanimously voted to amend the Deed of Easement for Mr. Masters to retain the DUR for a tenant house, not allowing subdivision pending legal consultation with Mr. Mitchell.

Bank Account: Ms. Teetor provided an updated bank statement. The general fund balance as of March 31, 2015 is \$102,493.18. There were a total of \$1,771.35 donations in March.

Stewardship Fund: The stewardship fund has a balance of \$72,563.85 as of March 31, 2015.

Public Relations: Ms. Cardillo reported provided an updated spreadsheet on donations received to date, a total of \$2,700 from 25 donors were received as a result of the winter newsletter. She shared the postcard that was developed to promote the photo contest, noting that she neglected to indicate that photos should be of places in Clarke County. A separate sticker will be added prior to distribution. She suggested that perhaps a copy of the winning photo could be given to Adam Foster who has donated \$20,000 to the Authority over two years. Regarding the annual award, Ms. Cardillo suggested a subcommittee be established to discuss potential recipients. Ms. Cardillo also shared that a new brochure detailing top 10 hikes in Clarke County is being developed with the help of Ms. Wallace. This will be posted on the web site and facebook page and available for downloading. The spring newsletter will be ready for distribution in the tax bills. Feature stories highlight an interview with Ken Pitta and information on the photo contest.

Discussion

- a. **Resolution for approval of payments** – At the last meeting, Ms. Teetor told members that there has been a problem paying bills in a timely manner due to timing of meeting and when procurement issues checks. Mr. Hobert suggested the Authority could approve a resolution authorizing Mr. Stidham to approve payments when invoices are received. The Authority would then be informed at meetings of expenses paid the previous month. A draft resolution was included in the packet. On motion of Ms. Jones, seconded by Mr. Engel members approved the adoption of the draft resolution.
- b. **2015 Internship applications** – Included in the packet was a resume for Christian Thomas for the easement inspection internship. On motion of Ms. Jones, seconded by Mr. Engel members authorized Ms. Teetor to offer Mr. Thomas the internship position for a stipend of \$1,000.
- c. **Spout Run Farm barn siting** – Ms. Teetor reported that Ms. Gallagher had contacted her to request a site visit to review a proposed location for a barn with an apartment. Previously members had reviewed a site location preferred by the owner which was above the 540-foot contour elevation. The deed of easement specifically states that no construction can occur in the area above 540'. The current proposed site was reviewed by Mr. Buckley and Ms. Teetor and is below the 540' contour and located in an area designated as a building envelop for a second house. Members discussed the proposal and requested staff to send a letter to Ms. Gallegher stating that the proposed location will be using the site permitted for the second dwelling.

- d. **CLG grant application** – The Historic Preservation Commission approved submittal of a CLG grant application to develop a book describing story of the history and architecture of Clarke County that considers a variety of building types and historical eras. The book is expected to be developed in 3 phases, or annual grant rounds, each one expected to cost approximately \$15,000. A 30% match, or \$4,500, is required. The HPC is requesting a \$2,500 portion of the match from the Authority. After discussion, on motion by Mr. Ohrstrom, seconded by Mr. Hobert, members approved the match. Additional match will be requested from the Board of Supervisors and Clermont Foundation.

Adjournment There being no further business, Mr. Ohrstrom moved and Ms. Jones seconded that the Authority adjourn to the Thursday May 21st at 10:00 am. The motion was approved unanimously.

Randy Buckley, Chair

Alison Teetor, Clerk to the Authority



2 East Main Street
Berryville, VA 22611

April 2015

Reporting Activity 04/01 - 04/30

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ADDRESS SERVICE REQUESTED

COUNTY OF CLARKE VIRGINIA
CONSERVATION EASEMENT STEWARDSHIP
101 CHALMERS CT STE B
BERRYVILLE VA 22611-1387

Managing Your Accounts

-  Phone (540) 955-2510
-  Toll-Free 1-800-650-8723
-  EAGLE-24 Banking 1-888-378-1881
-  Online Access www.bankofclarke.com
-  Mailing Address P.O. Box 391
Berryville VA 22611

Summary of Accounts

Account Type	Account Number	Ending Balance
NOW-Public Fund	XXX2089	\$72,587.71

"Spring has sprung! Why not put your home to work for you? Apply for a home equity line of credit from your favorite community bank today!"

NOW-Public Fund - XXX2089

Account Summary

Date	Description	Amount
04/01/2015	Beginning Balance	\$72,563.85
	0 Debit(s) this period	\$0.00
	1 Credit(s) this period	\$23.86
04/30/2015	Ending Balance	\$72,587.71

Interest Summary

Description	Amount
Interest Earned From 04/01/2015 Through 04/30/2015	
Annual Percentage Yield Earned	0.40%
Interest Days	30
Interest Earned	\$0.00
Interest Paid This Period	\$23.86
Interest Paid Year-to-Date	\$95.38
Interest Withheld Year-to-Date	\$0.00
Minimum Balance	\$72,563.85

Deposits

Date	Description	Amount
04/30/2015	Accr Earning Pymt Added to Account	\$23.86

Daily Balances

Date	Amount	Date	Amount
04/01/2015	\$72,563.85	04/30/2015	\$72,587.71



Starting Tax Year: 5514 Ending Tax Year: 5514 Starting Date: 04/01/2015 Ending Date: 04/30/2015

DATE	DEPT	CL	TICKET/SEQ.	DISTRICT	NO./NAME	TAX AMT	PEN. AMT	INT. AMT	ADJ. AMT
4/02/2015	CONEAD		1140001		CONSERVATION EASEMENT	225.00	.00	.00	.00
4/15/2015	CONEAD		1150001		CONSERVATION EASEMENT	150.00	.00	.00	.00
4/21/2015	CONEAD		1160001		CONSERVATION EASEMENT	185.00	.00	.00	.00
					CLASS TOTAL	560.00	.00	.00	.00
					DEPT TOTAL	560.00	.00	.00	.00
					FINAL TOTAL	560.00	.00	.00	.00

TOTAL ITEMS BY YEAR
5514 3

ALL ITEMS 3



ROBIN COUCH CARDILLO

May 15, 2015

Clarke County Conservation Easement Authority
Fundraising and Public Relations Report
May 2015 meeting

Donor Statistics

See attached Master Report

- Spring newsletter to date: \$310, 5 donors

Ongoing

-Photo contest

- Prizes? – cash, gift cards, etc.?
- Media release; flyers around town
- Judging – who wants to help organize for Ken Garrett?
- Student category – outreach to schools
- Displaying winners

-Publicity

- Take a Hike flyer: media release, distribution
- Farmers' Market – let's do it at least a couple of times; look at dates

-Summer newsletter

- Ideas for profile piece

-Other

- Outreach through speaking engagements – finally beginning this
- The Wingate Mackay-Smith Land Conservation Award : subcommittee meet before regular meeting (five mins?) to add to list of potential 2015 recipients

Fundraising Results: Clarke County Conservation Easement Authority

As of April 9, 2015

	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Amount	\$13,345	\$19,090	\$20,871	\$25,649	\$26,396	\$25,843	\$23,530	\$42,266	\$36,260	\$3,010.00
# Donations	115	161	208	209	203	195	181	200	169	30
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	
Donor Respondents	73	59	87	86	76	68	50	69	51	
YE Prospect Amount		\$2,115	\$425				\$40		\$1,650	
Prospect Respondents		24	7				1		3	
Winter Newsletter										
Dollar Amount Respondents	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
	\$3,775	\$455	\$2,074	\$5,820	\$2,810	\$2,520	\$3,415	\$1,975	\$3,705	\$310
Donor: Respondents	35	5	19	38	26	27	32	28	26	5
payer Spring Newsletter: Dollar Amt		\$2,200	\$940	\$460	\$450	\$825	\$765	\$165	\$1,380	
er Spring Newsletter: Respondents		16	19	10	4	11	5	4	9	
Summer Newsletter										
Dollar Amount Respondents	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
	\$2,370	\$2,370	\$2,020	\$1,330	\$1,883	\$2,735	\$1,580	\$5,040	\$3,215	
Donor: Respondents	20	20	27	22	33	26	21	22	27	
Taxpayer Fall Newsletter Dollar Amt		\$2,210	\$765	\$260	\$7,300	\$2,946	\$4,630	\$2,660	\$2,325	
payer Fall Newsletter: Respondents		12	5	7	25	26	30	27	14	
		\$1,430	\$90	\$1,405	\$65	\$605	\$715	\$240	\$760	
		25	4	8	2	8	9	5	5	
Over the Transom										
Dollar Amount Donor Respondents	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
	\$3,380	\$3,380	\$3,380	\$4,175	\$1,900	\$868	\$1,457	10,500	\$1,550	
		17		11	5	6	2	2	2	
Donor Thank-You Party										
Dollar Amount Donor Respondents	2006									
	\$1,105									
	6									
Photo Revenue										
			\$747			\$57				
Gift-in-Kind (admin work donated by Kate Petranech)						\$346	\$473	\$469		

Samuel Creany

939 Salem Church Road, Boyce, VA 22602

(540) 336-9904 ~ ess.see1@gmail.com

Education

Bachelor of Science, Radford University, Radford, VA, received May 2015.

Major: Geospatial Science

Related Coursework

Includes but is not limited to:

- Remote Sensing
- Advanced GIS
- Spatial Analysis Techniques
- Intermediate GIS Concepts
- Field Research Methods
- Database from Manager's Perspective
- Fundamentals of Cartography
- Physical Geography
- Professional Writing

Work Experience

Founder/Manager, The Lot Presents, LLC., Boyce, Virginia.

January 2014 to present.

- Coordinate GIS operations.
- Direct marketing operations.
- Coordinate vending for events and festivals.
- Purchase talent including artists and performers.

Executive Producer, Pasture Palooza Music & Arts Festival, Berryville, Virginia.

May 2012 to present.

- Create maps for use pre-, during, and post-festival use.
- Coordinate vending operations.
- Maintain festival site.

Landscape Crew Person, Earthworks Landscaping Company, Boyce, Virginia.

June 2008 to August 2010.

- Operated heavy machinery.
- Installed patios, trees, shrubs, and plants, etc.

May 2015

Austin J. Humphrey

16768 Carmichael Place • Purcellville, Virginia 20132 • 571-233-1989 • austin@humphreyva.com

Profile

- Seeking full-time summer internship
- Young professional with well-developed interpersonal (oral and written) communication, critical thinking, and active listening skills

EDUCATION

HIGH POINT UNIVERSITY- High Point, NC May 2015

B.A., Criminal Justice / Minor: Environmental Studies

M.S., Candidate, Information Assurance – Northeastern University - Charlotte

WORK EXPERIENCE

June-August 2014

CLARKE COUNTY GOVERNMENT, Easement Monitor

Berryville, VA

- Conducted conservation easement compliance inspections
- Contacted landowners to explain process and schedule inspections
- Researched property, collected documents pertaining to deed transfers, building permits, zoning permits etc.
- Wrote summary reports describing the inspection and findings
- Used Microsoft Office, ArcGIS and Adobe Acrobat software

VERAMAR VINEYARD, Vineyard Assistant

May-August 2013

Berryville, VA

- Managed the maintenance of unnecessary branches from the vines, trimmed between the rows, and planted new grape vines
- Contributed to the production process, barreled, bottled, and boxed wine

MICHAEL E. BRIEL, PC, Real Estate Closing Assistant

June-August 2012

Charlestown, WVA

- Maintained use of files and office operations
- Gained expert knowledge of Real Estate Settlements (Closings) with attorneys and clients

TITAN SECURITY, LLC, Installation Technician

May-August 2011

Leesburg, VA

- Found, split, and ran wire through buildings and warehouses
- Installed cameras, motion sensors, and security control pads
- Highly equipped in installation technologies; obtained these techniques quickly

OTHER EXPERIENCE

High Point Police Citizens Academy Graduate

Miles Talbot/Michael Thomas, Floor Assistant (April 6, 2015-April 16, 2015)

Delta Sigma Phi, Standards Board

Lockheed Martin, 40-hour (high school) internship

Summer Basketball Camp Counselor

Macson McGuigan

macson.mcguigan@emu.edu

Home Address:
308 Archer Ct.
Berryville, Virginia 22611
540-955-1954

College Address:
1200 Park Road
Harrisonburg, VA 22802
540-514-4437

Education:

- Eastern Mennonite University-sophomore
Current GPA: 3.56
- Clarke County High School, Berryville, VA~ Graduation Date: June 9, 2013
GPA- 3.86

Major:

I am pursuing a double major in Digital Media and Environmental Sustainability with a minor in Photography.

Academic Honors:

High School:

- Principal's Honor Roll-9th-12th grade
- National Honor Society-11th and 12th grade
- Art Honor Society-Local chapter secretary
- President's Award for Educational Excellence-12th grade

College:

- All ODAC Academic Team (Fall 2014)

Interests/skills:

Photography

- Skills in Adobe Photoshop and Lightroom
- Classes in graphic design: Adobe Illustrator and InDesign
- Flickr Page: <https://www.flickr.com/photos/113912198@N06/>

- "Tasty Trucks" ebook available on the Blurb and iBook store.

Environmental Sustainability:

- Lab skills and some experience in the field collecting data
- Skills in Excel

Soccer

- EMU Men's soccer team – freshman and sophomore year
- Captain of Varsity Soccer team-12th grade

Community Activities:

- Grace Church Episcopal
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-Mission trips: Alaska, New Orleans, Staten Island, etc.

Work Experience:

- Photography for J&W Farm's products
-Contact: 540-888-4460
-Email: jwvensko@visuallink.com
- Clarke County Youth Soccer Referee
-Spring of 2013-2014
-Supervisor: Mark Phaneuf-703-901-6802
- Photography for Clarke Parish
-Supervisor: Reverend Dwight Brown
-Contact: (540) 955-4239
- Lowe's Outdoor Lawn and Garden
-Summer of 2014
-Supervisor: Jeff Presgraves
-Contact: (540) 678-9030
- Lions Camp Merrick: Camp Counselor for Diabetic Children
-Summer 2014

-Contact: (301) 870-5858

MEMORANDUM

TO: Clarke County Easement Authority
FROM: Alison Teetor
DATE: May 15, 2015
SUBJECT: Application for donation – Journeys End, David Bralove, agent
Tax Map# 26-((A))-143

David Bralove has applied to the easement authority for approval of an easement donation. There are 2 parcels 1) 67.3 acres located on the east side of Blue Ridge Mountain Road. In reviewing the parcel three of the four criteria have been met. The Property Resource Score is 63.63, all of the three remaining DURs would be extinguished, it over 40 acres, it is not adjacent to an existing easement. The parcel is within the Bears Den Historic District, the existing house was built in 1928 and is a contributing structure. 2) The second property is approximately 13 acres with 1 DUR. The second parcel is taxed in Loudoun County.

The parcel is zoned FOC and is in land use, in accord with the Commissioner of Revenue's requirements, therefore an easement 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 was 71.71, points were given for retiring 3 DURs, having frontage on a scenic byway (Blue Ridge Mountain Rd.) and having a contributing structure in the Bear's Den Rural Historic District. The applicant would like to record a boundary line adjustment so as to eliminate the 13 acre property and create a 6 acre parcel as shown on the attached map. All 4 DURs will be retired.

Recommendation

Give final approval for easement donation.