

**Virtual Meeting via Zoom
Minutes
Virginia Outdoors Foundation (VOF)
Board of Trustees
June 25, 2020**

Virtual Attendees:

Trustees:

Eleanor Brown, Chair
Beth Obenshain
Brent Thompson
Raul Garcia
Steph Ridder
Tom Slater
Viola Baskerville

Staff:

Brett Glymph, Executive Director
Anna Chisholm, Administrative Director
Bobbie Cabibbo, Executive Assistant
Leslie Grayson, Deputy Director
Mike Hallock-Solomon, GIS Specialist
Martha Little, Deputy Director
Jason McGarvey, Communications and Outreach
Manager
Dave Morton, IT Manager
Emily White, Grant Program Manager

Other Virtual Attendees:

Brad Baskette, VOF
Susan Bulbulkaya , Virginia Department of
Conservation and Recreation (DCR)
Jason Bullock (DCR)
Gina DiCicco, (DCR)
Nat Elliston, VOF
Peter Hujjik, Piedmont Environmental Council (PEC)
Kerry Hutcherson, Attorney
Stefanie Kitchen, Farm Bureau
Rex Linville, PEC

Wendy Musmecuci, Virginia Department of Historic
Resources (VDHR)
Jay Norman, BlueLine Conservation Incentives
Heather Richards, The Conservation Fund
Zachary Sheldon, The Nature Conservancy
Ellen Shepherd, Virginia United Land Trusts (VaULT)
Nan Wellborn, Conservation Partners
Emily Yates, VOF
Isa
Sara R.
Ruth

The Chair, Eleanor Brown convened the meeting at 1:00 p.m. and welcomed everyone to the virtual meeting and reading the following statement:

“This meeting is proceeding under Item 4-0.01, subsection G of the Appropriation Act and section 2.2-3708.2 of the Code of Virginia. It is being held by electronic communication, as the COVID-19 virus has made a physical meeting of the Board impracticable. This emergency imposed by COVID-19 is observed by Executive Orders 51, 53, and 55 issued by the Governor of Virginia. The Board’s actions today shall be limited to those matters included on the agenda. All of these proposed actions on this agenda are statutorily required or necessary to continue operations and discharge lawful purposes, duties, and responsibilities of the Board. **Reminders:** This meeting is being recorded, which recording will be made available to the public as required by Appropriation Act section cited above. To get a good record, we will do a roll call votes today for all board action items. Bobbie will conduct the roll call votes. And, lastly since this is being recorded, please be mindful to not speak over one another during our discussions. “

Eleanor asked that Bobbie Cabibbo call the roll and the attendees are listed above.

Approval of the Order of Business

Tom Slater made the motion to approve the Order of Business; motion seconded by Steph Ridder and passed unanimously with a roll of 7 ayes and 0 nays.

Public Comments

Jane Meyers of Capital Region Land Conservancy submitted a question via the VOF website asking about whether a riparian protection provision was being placed on the proposed Richmond City project. Leslie Grayson explained that the entire property will function as a riparian protection zone once the easement is in place. It was noted that Jason Bullock (DCR) was available for any questions concerning the request for addition funds in the Poor Mountain project.

Chairs Report/Comments

Eleanor reported and commented on the following topics:

- Thanked the staff for the good work on the 30 projects to be presented today.
- The General Assembly session was very productive with both bills - HB1622 and HB1623 passing. Thank you to Delegate Plum for sponsoring both bills and to everyone that worked hard with phone calls and other means of support for those bills. Eleanor extended special thanks to Ellen Shepherd from VaULT and VOF Trustee, Viola Baskerville. Viola brought her skills and experience to the effort and taught us all how to get it done.
- Thanked the staff for the extraordinary effort during this trying time of COVID-19, working at home but continuing the important work of land conservation. These times have highlighted how important it is to cherish our open space and reconnect with the outdoors.
- She reserved time at the end of the meeting to discuss current events

Executive Director's Report/Comment

Brett Glymph report and commented on the following:

- Thanked Viola Baskerville for the help on the legislative package calling her the “difference maker”, guiding us through the process to a successful conclusion where in the past we have not been as successful.
- HB1622 was an amendment to expand our grant making capability with the Preservation Trust Fund grants and it passed.
- HB1623 increased our recordation fee to \$3.00 per deed and Brett thanked Jason McGarvey and Nikki Rovner in addition to those already thanked. This bill also passed.
- Eleanor and she met with Senator Deeds who sponsored legislation to transfer ownership of Hayfields to DCR. We respectfully requested that VOF have a meaningful part of the decision and planning process. Senator Deeds received these requests favorably and the legislation was amended to ask for a study of that proposed action. The study's presentation to the Senate was delayed until 2021 because of COVID=19.
- Staff worked hard on many projects even with the stay at home orders, and now that Virginia is in Phase 2, we have resumed in person easement monitoring. VOF has provided some personal protection equipment, amended use of personal car procedures and reimbursements so that there is no sharing of vehicles.
- General Assembly meets again in August to deliberate changes to the budget as result of reduced revenue receipts due to COVID-19. Already, the \$10,000,000 funding proposed for Virginia Land Conservation Fund has been reduced and VOF PTF portion reduced to \$1.25 million for PTF grants. The August session could result in further reductions or other budget cuts that will affect VOF operations.
- Both VaULT and Rally conferences will be online later this summer and fall, if any trustee is interested in attending please let us know.
- Recognition of the retirement of Tamara Vance, who worked at VOF since 1995. Staff looks forward to celebrating her retirement and Beth has offered to host that gathering when safe.

Approval of Minutes

Motion Made by Tom Slater to approve the draft minutes of the 9/25/2020 Board of Trustees meeting; motion seconded by Steph Ridder and it passed unanimously with a roll called vote of 7 ayes and 0 nays.

Motion made by Steph Ridder to approve the draft minutes of the 5/21/2020 Finance, Audit and Compliance Committee meeting; motion seconded by Viola Baskerville and passed unanimously with a roll called vote of 7 ayes and 0 nays.

Budget FY21

Anna Chisholm called for questions about what was included in the meeting materials. She sited that there may be additional cuts and it was a hard budget to predict. Some expenditures have been put on hold until income is more predictable. Brent congratulated us on the recordation fee increase because it is very important at times like these. Motion made by Tom Slater to pass the FY21 Budget and resolution presented in the meeting materials; motion seconded by Viola Baskerville and it passed unanimously with a roll called vote of 7 ayes and 0 nays. (See Attachment A)

TerraTrac Demo

Dave Morton narrated a presentation on the new project tracking system that has been in development since 2015. The presentation is on file with the permanent record of this meeting as well as the video/audio recording.

Stewardship Report

Martha Little commended her staff for their monitoring efforts, despite limits on travel. The monitoring was accomplished by using high resolution remote aerial analysis. This project was led by Brad Baskette and the imagery was available for south western Virginia.

Forest CORE

Emily White briefly described the proposed a. changes to the program, b. the proposed upcoming grant round and the request for additional funds for the Poor Mountain project. Viola invited Emily to brainstorm with her to expand awareness of the grant program. Tom asked Emily to make a concerted effort to reach out to the Appalachian Trail Conservancy as this grant would allow for trail maintenance.

Motion made by Beth Obenshain to:

- approve an additional \$62,504 for the DCR-Poor Mountain Greenways Connector project, funded through the Forest CORE Fund in 2018 for \$500,000. The request was due to increased costs resulting from higher appraisal value than estimated and challenging on the ground conditions for site work.
- approve the Community-Supported Conservation Program Update to the Forest CORE Fund including the following material: Fact Sheet, Manual and appendices, Application, Budget Request Form, Scoring Sheet3; and
- Approve \$1,000,000.00 for the 2020 Community-Supported Conservation grant round, with the option for the Board to approve more/less (within a certain amount) if the quality of applications necessitates such action.

Motion seconded by Viola Baskerville and passed unanimously with a roll call vote of 7 ayes and 0 nays.

Owned Lands

Leslie Grayson did a short review of the meeting materials highlighting that House Mountain has remained open to the public these past few months and that Bull Run Mountains Natural Area Preserve did close for a period and reopened the June 19th. Leslie reviewed the resolution to sell the Ski Lodge Parcels. Motion made by Steph Ridder to approve resolution allowing the sale of the parcel; motion seconded by Brent Thompson and passed unanimously with a roll call vote of 7 ayes and 0 nays. (See Attachment B)

Hayfields Report Review

Martha Little called for questions on the report in the meeting materials. Brent inquired about property maintenance and Martha outlined the plan currently in place. All members of the board were in agreement that a trip to the property is warranted when the time is appropriate.

Community Impact Statement was presented by Jason McGarvey
A discussion of the presented statistics, their meaning, importance and how VOF can use them to prioritize land conservation ensued. The presentation and video/audio clip is on file with the permanent record of this meeting.

Brent Thompson, trustee left the meeting due to another commitment.

PTF / Public Access Land Conservation Projects

Motion made by Beth Obenshain to approve the following listed projects and with funding levels as recommended by the PTF Committee; motion seconded by Viola Baskerville and passed unanimously with roll call of 6 ayes and 0 nays.

Calfee Community and Cultural Center, Town of Pulaski \$80,000

T.G. Howard Community Center, Town of Pulaski \$80,000

Piedmont Environmental Council/Gordonsville Project, Town of Gordonsville \$100,000

City of Charlottesville/Makeilski/ Ragged Mountain, Albemarle County \$65,000

Town of Halifax/Banister River Blueway-Meadville, Halifax County \$50,000

Urbanna Oyster Festival Foundation – a 501c3 org, Town of Urbanna \$140,000

Reallocation of funds/property, **United Full Gospel Church/SWB Associates**, City of Suffolk -funds approved previously

Pultz – Mystic Mountain Project, Rockbridge County \$50,000

Carter Property – House Mountain reserve, Rockbridge County \$85,000

Corum – Addition to Bull Run Mountain Natural Area Preserve, Fauquier and Prince William Counties \$100,000

PTF Cost Only Conservation Project Funds Request

Motion made by Beth Obenshain to approve requested funds of \$21,150 and the project; motion seconded by Viola Baskerville and passed unanimously with 6 ayes and 0 nays. Note: Board approval required as PTF fund request exceeds staff authorization threshold.

Easement, Joseph W. Martin, Trustee under the Joseph William Martin Declaration of Revocable Trust

PTF Cost Only Land Conservation Projects

Motion made by Beth Obenshain to approve the following list of projects as recommended by the PTF Committee; motion seconded by Viola Baskerville and passed unanimously with roll call vote of 6 ayes and 0 nays.

Easement-James H. & Myra Lynn Campbell-Smyth County

Easement-Bruce R. & Katherine B. Johnson, Dragonfly Farm-Louisa County

Easement-Andrew W. McThenia, III-City of Lexington

Easement-Rocky Meadows, LLC-Smyth County

Easement-David K. & Estelle C. Woosley-Appomattox County

Land Conservation Projects

Motion made by Beth Obenshain to approve the following projects as presented in the meeting materials; motion seconded by Steph Ridder and passed unanimously with roll call vote of 6 ayes and 0 nays.

Easement-Christopher L. Ambrose-Essex County

Easement-David Allen & Ann Devin Brankley-Mecklenburg County

Easement-Broaddus Properties, LLC (Monty Harris Tract)-Caroline County

Easement-M. Scott Campbell-Augusta County

Easement-W. Lawrence Duncan-Clarke County

Easement-James Sanders Etter & Debra W. Etter-Smyth County

Land Conservation Projects (cont'd)

Easement-KMHA LLC, Garnett C. Horner, Jr. "Hazel Hill" US Navy REPI Partial Purchase-Westmoreland County
Easement-William & Jacqueline Lanehart-Alleghany County
Public Access Easement -Lewis G. Larus Park, owned by City of Richmond-City of Richmond
Easement-Lewis McClure's Mill, LLC & Lew Springleigh, LLC-Augusta County
Easement-Popes Station, LLC-Southampton County
Easement-Powhatan Associates, LLC-James City County
Easement-Ridgeway, LLC-Halifax County
Easement-Riverside 2, LLC-Northumberland County
Easement-Debra G. Speyer-Rockbridge County
Easement-Windy Valley Sturnella Neglecta 38, LLC (Bove)-Highland County

Discussion – Justice Initiatives in Conservation

Eleanor opened a discussion about how VOF can help support equity and justice initiatives in conservation. Eleanor believes VOF should continue to do more work in community conservation and especially those projects that emphasize equity and justice. There is more work to do and she would like VOF to reaffirm its commitment to that work and increase efforts to get the message out about VOF's commitment to equity and justice principles. An audio/video of the full conversation is on file with the permanent record of this meeting.

Eleanor adjourned the meeting at 2:32.

RESOLUTION

**VIRGINIA OUTDOORS FOUNDATION (VOF)
BOARD OF TRUSTEES RESOLUTION TO
ADOPT THE PROPOSED FISCAL YEAR 2020-2021
CONSERVATION PROGRAMS AND SPECIAL PROJECT BUDGETS**

WHEREAS, the fiscal year for the Virginia Outdoors Foundation (VOF) is 1 July through 30 June; and

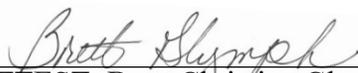
WHEREAS, a fiscal year Budget is developed and adopted to provide planning and program guidance to the VOF Board of Trustees and the VOF Management Team; and

WHEREAS, Budget calculations are developed from the best available information before the commencement of the new fiscal year; and

WHEREAS, line items in the budget are for planning and program allocation purposes and actual expenditures may vary from adopted Budget projections as long as total expenses do not exceed available revenues; now, therefore, be it

RESOLVED by the Virginia Outdoors Foundation Board of Trustees this 25th day of June 2020, That the Fiscal Year 2020-2021 Budget be approved as attached.

ADOPTED by a vote of 7 for and 0 against


ATTEST: Brett Christina Glymph, Executive Director

Virginia Outdoors Foundation

Conservation Programs & Administration- year ending 6/30/2021

	FY20 EOY		Proposed		Notes:
	Estimate	variance	Budget FY21	variance	
Income					
4000 Unrestricted Contributions	46,000.00	-43%	45,000.00	-2%	
4110 General Fund Appropriation	1,752,750.00	0%	1,752,750.00	0%	
4120 Investment Earnings	30,000.00	3%	35,000.00	17%	VOF accounts only
4200 Recordation Fees	1,147,410.00	12%	2,250,000.00	96%	Increase from \$1 to \$3 effective July 1 but adjusted down based on economic uncertainty
4220 Cost Recoveries	300,000.00	0%	250,000.00	-17%	Fees- easements, amendments, other services
Restricted Funds Applied	449,866.00	-41%	172,541.00	-62%	Forest CORE- MVP, Hayfields
4230 Transfer Fees	500,000.00	0%	400,000.00	0%	
Total Income	\$ 4,226,026.00	-5%	\$ 4,905,291.00	18%	
Expenses					
5100 Personal Services	2,908,661.14	-4%	3,286,795.00	14%	2% Bonus in Dec2020; 1.5% COLA July 2021 (based on state revenue targets)
5300 Contractual Services	198,365.35	-26%	230,000.00	24%	adding pilot study of aerial monitoring and title search services
5400 Technology	617,027.50	-5%	618,996.00	8%	technology svcs and TerraTrac hosing/further development
5500 General Services	34,500.00	-3%	37,500.00	9%	
5520 Telephone	35,074.37	-3%	39,000.00	11%	
5540 Office Costs	146,704.83	13%	148,000.00	1%	
5550 Travel Expenses	43,990.98	-8%	50,000.00	16%	
5560 Training and Development	30,000.00	-23%	40,000.00	40%	LinkedIn, LTA Rally, VaULT, other
5570 Outreach/Communications	20,882.24	-28%	29,000.00	39%	Sponsorships for conservation events, calendars, brochures, signs
5600 Supplies & Materials	28,127.95	-20%	40,000.00	42%	
Total Expenses	4,063,334	-6%	4,519,291	14%	
Net Operating Income	162,692		386,000	137%	
Other Expenses					
9800 Fixed asset purchases	162,692		136,000	-16%	vehicles
5700 Get Outdoors Fund			250,000		focused on locality recreational needs
Total Other Expenses	162,692		386,000	137%	
Net Other Income	(162,692)		(386,000)	137%	
Net Income	0		0		

RESOLUTION
VIRGINIA OUTDOORS FOUNDATION
BOARD OF TRUSTEES
AUTHORIZE SALE OF RAPPAHANNOCK COUNTY LAND

WHEREAS, the Virginia Outdoors Foundation (VOF) owns certain parcels of land that were donated with the clear intention, or ability, for the parcels to be sold and proceeds to benefit further conservation work; and

WHEREAS, the lots known as the Old Ski Lodge parcel in Rappahannock County (Jones Gift), was donated in August 2017; and

WHEREAS, the Virginia Outdoors Foundation passed a resolution in December 2018 authorizing the listing of this parcel and approving the terms of open space easement to be retained by VOF in order to protect its conservation values; and

WHEREAS, the property has been listed for sale since early 2019, the list price has been reduced twice, and several offers have been received though none met the advertised price; and

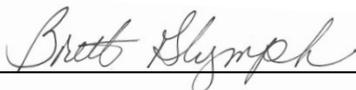
WHEREAS, staff recommends that VOF Board of Trustees authorize staff to accept a contract for the Ski Lodge parcel provided that the offer:

1. meets the price communicated to the Trustees prior to this meeting, and
2. the buyer accepts all terms of the approved open space easement with the amendment of an increase in the permitted house size from 1,600 square feet to 1,800 square feet, and
3. staff is satisfied with the financing and there are no unusual burdensome contingencies contained in the contract; and now, therefore, be it

RESOLVED by the Virginia Outdoors Foundation Board of Trustees this 25th day of June 2020, that staff be authorized to sell the Ski Lodge parcel subject to the terms described above.

FURTHER RESOLVED that both the Executive Director and the Deputy Director of Policy and Acquisitions are each individually duly authorized to execute and deliver all appropriate and necessary documents and take all other actions necessary on behalf of the Virginia Outdoors Foundation to effectuate said sale.

ADOPTED by a vote of 7 in favor and 0 against.



ATTEST: Brett Christina Glymph, Executive Director