



**Minutes**  
**BOARD OF TRUSTEES MEETING**  
**6/10/2021**  
**VIRTUAL MEETING – Via ZOOM**

**VIRTUAL ATTENDEES:****Trustees:**

Eleanor Brown, Chair  
 Viola Baskerville  
 Raul Garcia  
 Tom Slater  
 Brent Thompson  
 Absent: Beth Obenshain

Katie Guerin  
 Parker Agelesto  
 Rex Linville  
 Natasha Skelton  
 Liz Russel

**Council:**

Richard Mahevich, Office of the Attorney General

**Other Attendees:**

Ellen Shepherd  
 Stefanie Taillon  
 Liz Belcher  
 Jen Perkins  
 Maureen Carroll  
 Demetrius Venable  
 Lindsey Webb

**Staff:**

Brett Glymph, Executive Director  
 Brad Baskette, Assistant Director, Stewardship  
 Bobbie Cabibbo, Executive Assistant  
 Anna Chisholm, Deputy Director, Administration  
 Leslie Grayson, Deputy Director  
 Martha Little, Deputy Director  
 Lucas Manweiler, Conservation Assistant  
 Dave Morton, IT Director  
 Tommy Oravetz, Stewardship Specialist  
 Kaitlyn Thomas, Stewardship Assistant  
 Emily White, Grant Programs Manager

Eleanor Brown, Chair opened the meeting at 1:02 p.m. She welcomed everyone and thanked the committees for the hard work between last meeting this meeting, making the work at this meeting short. She reported that the state of emergency will end on June 30, 2021 and that the next meeting would be in person in Charlottesville.

**APPROVAL OF THE ORDER OF BUSINESS**

Brett submitted two corrections: The approval for grant projects will be taken as one motion. *Horner Broadview* is removed from the Agenda. Motion made by Steph Ridder to approve the Order of Business; motion seconded by Viola Baskerville and passed unanimously.

**PUBLIC COMMENTS**

Chair called for public comments and Rex Linville asked to speak. He expressed his concern about the VDOT road improvement project to address safety issues on Route 20 and Proffit Road intersection near Rivanna Farm in Albemarle county which is adjacent to a VOF easement. He believes that the right of way needed, or encroachment triggers a 1704 process and wanted to bring that to the trustees' attention.

**APPROVAL OF MINUTES**

Motion made by Steph to approve the Draft Meeting Minutes listed below; motion seconded by Viola and passed unanimously.

- 4/8/2021 – Board of Trustees Meeting
- 5/3/2021 - Energy and Infrastructure Committee Meeting
- 5/24/2021 – Finance, Audit and Compliance Committee
- 5/25/2021 – Grant Programs Committee Meeting

Brett asked that Tom Slater, chair of the Energy and Infrastructure Committee, report on the 5/3/2021 meeting. Tom related the committee's support of staff's conclusion that the proposed solar projects submitted for consideration at the committee meeting, which were designed for commercial scale use and not for use on the property alone, were not consistent with the conservation easement. He concluded that the staff is on the right track with these interpretations. Martha Little added that fees for the review of these kinds of requests were discussed and supported by the committee.

### **CHAIR'S REPORT/COMMENTS**

Eleanor explained that because the governor's state of emergency will end on June 30<sup>th</sup>, 2021, the September 14<sup>th</sup> meeting will be in person in Charlottesville. She thanked the committees for their advance work in the previous weeks, which will result in the concise actions at this meeting allowing us to be mindful of trustees' time.

### **DIRECTOR'S REPORT**

Brett explained that VOF staff will begin returning to offices by September 1<sup>st</sup> through a phased transition. She encouraged trustees to view the presentation that Emily White did at VaULT using the link sent in an earlier email and to look at the Land Trust Alliance RALLY schedule. The conference is October 6 -7 and is virtual from Cleveland.

Martha Little reviewed the Hayfields Study published by Department of Conservation and Recreation highlighting the cooperation and contributions VOF was able to deliver. Those contributions came from the study VOF began pre pandemic. Martha noted that VOF will continue the study concentrating on the natural and cultural resources with the aim to allow low impact activities and programs while continuing to develop long range plans for the property.

Leslie Grayson reviewed a few highlights from the Owned Lands Report and the scientific research, educational programs, public events and site improvements taking place at House Mountain Reserve and Bull Run Mountains Natural Area Preserve. The diversity and depth of activities taking place have resulted in widespread community engagement and a doubling of visitor numbers. Tom Slater suggested that the success being enjoyed at VOF properties offering public access are a blueprint for the way forward with Hayfields.

The Chair noted that she neglected to call roll and asked that Bobbie Cabibbo do so. All trustees were present (as noted above) Beth Obenshain was absent.

### **FINANCE**

Anna Chisholm led a review of FY21 income and expenditures using materials included in the meeting materials. Steph thanked Eleanor, Brett and Viola again for their excellent and successful work with the legislature along with all the support received from the land trust partners and the general assembly.

Anna presented the FY22 proposed budget. The chair called for a motion and Tom moved adoption of the FY22 VOF Budget and Resolution; motion was seconded by Steph and passed unanimously. ATTACHMENT A

### **LAND CONSERVATION**

#### **Easement Assistance Grants**

Mackey easement project funds approval – Motion made by Steph to approve the request for \$24,364 for easement assistance funding from PTF, which exceeds the amount for staff authorization.; motion seconded by Tom and passed unanimously.

#### **Preservation Trust Fund (PTF) Conservation Projects**

Motion made by Steph to approve the land conservation projects utilizing PTF easement assistance grants listed below; motion seconded by Viola and passed unanimously.

- Forkland Farms Corporation and Hazlegrove LLC~ Forkland Dairy - Cumberland County
- James and Sarah Minick - Wythe County
- Zachary & Daryl Morse - Nelson County

### Conservation Projects

Motion made by Steph to approve the proposed land conservation projects listed below; motion seconded by Brent Thompson and passed unanimously.

- Whitney A. Beales – Spotsylvania County
- Thomas C. Beheler, Jr. Living Trust – Botetourt County
- Corbin & Lyda Bowie - Caroline County
- John Sheldon Clark – Horseshoe Farm – Culpeper County
- William P. Harris, Trustee of the William P. Harris amended and restated Revocable Trust and Elizabeth F. Harris, Trustee of the Elizabeth F. Harris amended and restated Revocable Trust – Nelson County
- Bartholomew W. & Christina M. Johnson – Rockingham County
- My Indian Ridge, LLC – Carroll County
- JM Newcomb & Sons – Edgewood Farm – Caroline County
- JM Newcomb & Sons “Gould Hill” – Hanover County
- The Newcomb Trust – Hanover County
- The Highland Ponderosa, LLC – Highland County
- Noreta S. Byrum, Trustee, under the BYRUM LIVING TRUST - William Wayne Dabney and Dale Paul Dabney- “Towinque Farm” - King William County

### GRANT PROGRAMS

Emily White presented the projects, and a visual of the approvals needed which is on file with the permanent record of this meeting. Motion made by Steph to approve all projects and associated funding listed on the charts below for the spring 2021 PTF Public Access and Go Fund grant rounds; motion seconded by Tom and passed unanimously.

#### Preservation Trust Fund Public Access Projects Approved

Applicant	Project Title	Locality	Funding Approved
Amherst County	Riveredge Trail Extension and Lee Park Project	Amherst	\$59,665
Belmead on the James, Inc.	Drexel-Morrell Center	Powhatan	\$150,000
Blue Ridge Discovery Center	Blue Ridge Discovery Center Restoration of Historic Konnarock Training School	Smyth	\$150,000
Capital Region Land Conservancy	River City Middle School Greenway	Richmond City	\$150,000
Mitchell YOUniversity	Shipman School	Nelson	\$100,000
Roanoke County	Roanoke River Greenway and Blueway at Niagara Dam, Joining Explore Park	Roanoke	\$100,000
Thomas Jefferson Foundation, Inc.	Shadwell Trail; Old Mills Trail extension; Three Notch'ed Trail	Albemarle	\$30,000
Tidewater Trails Alliance	The Birthplace of America Trail— Surry County Link	Surry	\$86,635
Town of Blacksburg	Meadowbrook Greenway	Montgomery	\$85,000

#### GO Fund Projects Approved

Applicant	Project Title	Locality	Funding Approved
Agee Miller Mayo Dungy Pine Grove Project	Pine Grove Park, Phase One	Cumberland	\$24,465
Brunswick County Industrial Development Authority	Trail Gateway Project	Brunswick	\$25,000

**GO Fund Projects Approved (cont'd)**

Applicant	Project Title	Locality	Funding Approved
Charles City County	Harrison Park Walking Trail	Charles City	\$25,000
College Park Elementary School	Outdoor Classroom for Early Learners	Virginia Beach	\$10,020
Community Unity in Action /Kinfolk Community	Growing Food Justice in Richmond East End	Richmond City	\$18,648
Dickenson County Board of Supervisors	Bear Pen Recreation Park Project	Dickenson	\$10,450
Essex County	Rotary Poorhouse Park Trails	Essex	\$25,000
Fairfax NAACP	Connecting the Community with Nature	Fairfax	\$25,000
Happily Natural Day	Community Gathering Space at Sankofa Community Orchard	Richmond City	\$25,000
Holston High School	Holston High School Bouldering Project	Washington	\$4,800
Mendota Trail Conservancy	Bristol Trailhead Development	Bristol	\$24,000
Richmond Cycling Corps	MTB Program	Henrico	\$5,000
Rivanna Trails Foundation	Fifeville Trail Restoration Project	Charlottesville	\$24,650
Shenandoah Valley Bicycle Coalition	Sunset Park Community-Centric Trails Planning and Stewardship	Waynesboro	\$12,000
Town of Alberta	Tobacco Heritage Trail Danielstown Extension	Brunswick	\$18,500
Town of South Boston	South Boston Sinai Park Project	Halifax	\$25,000
Virginia Capital Trail Foundation	Multi-Lingual Website and Trail Materials	Henrico	\$4,500
City of Radford	James Oakley Fields Playground Improvements	Radford	\$24,498.41
Franklin County Parks and Recreation	Capacity Building by Bicycle	Franklin	\$5,000
Friends of Southwest Virginia	Tazewell Area Trails East River Mountain/Big Dome Rock	Tazewell	\$15,000

A motion was made by Steph to:

- expand the use of Easement Assistance funds to include the ability to make a match grant for farmland preservation projects applying to other grant programs (such as VLCF and ALE) when VOF is the sponsor/applicant and
- increase the initial “reserved” amount for Easement Assistance grants to \$350,000 in FY22 and
- agree that any unused funds would be applied to the final PTF Public Access grant round in Spring 22.

Motion seconded by Viola and passed unanimously.

A motion was made by Brent to reapprove the 2017 PTF-Public Access project from the City of Richmond “Outdoor Classroom” for up to \$150,000; motion seconded by Steph and passed unanimously.

A motion was made by Steph to grant administrative authority for staff to approve fund award increases for up to 10% for grant projects that meet the following criteria:

- The increase request has been reviewed by Deputy Directors and been found justified, supported with appropriate documentation, and
- the Administrative Director has reviewed availability of funds, current budget

Motion seconded by Brent and passed unanimously.

Meeting adjourned at 2:20.

**RESOLUTION**

**VIRGINIA OUTDOORS FOUNDATION  
(VOF) BOARD OF TRUSTEES  
RESOLUTION TO  
ADOPT THE PROPOSED FISCAL YEAR 2022  
CONSERVATION PROGRAMS AND SPECIAL PROJECT  
BUDGETS**

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

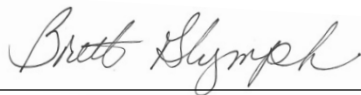
WHEREAS, a fiscal year Budget is developed and adopted to provide planning and program guidance to the VOF Board of Trustees and the VOF Management Team; and

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 10<sup>th</sup> day of June 2021, That the Fiscal Year 2022 Budget be approved as attached.

ADOPTED by a vote of 7 for and 0 against



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ATTEST: Brett Christina Glymph, Executive Director

## Conservation Programs & Administration

	Amended Budget FY21	Proposed Budget FY22	variance	Notes:
<b>Income</b>				
4000 Unrestricted Contributions	45,000.00	55,000.00	22%	
4110 General Fund Appropriation	1,752,750.00	1,752,750.00	0%	
4120 Investment Earnings	35,000.00	8,500.00	-76%	
4200 Recordation Fees	4,750,000.00	3,500,000.00	-26%	
4220 Cost Recoveries	422,541.00	250,000.00	-41%	
4230 LPC Stewardship Funds	400,000.00	400,000.00	0%	
<b>Total Income</b>	<b>\$ 7,405,291.00</b>	<b>\$ 5,966,250.00</b>	-19%	
<b>Expenses</b>				
5100 Personal Services	3,655,795.00	4,251,000.00	16%	Added new staff, increase to 401K
5300 Contractual Services	455,000.00	287,500.00	-37%	Title, Americorps placements, records scanning
5400 Technology	618,996.00	319,250.00	-48%	TerraTrac development in Unrestricted reserve
5500 General Services	394,500.00	355,000.00	-10%	office costs, supplies, telephone, travel
5560 Training and Development	40,000.00	35,000.00	-13%	
5570 Outreach/Communication	29,000.00	29,000.00	0%	
5704 GO Fund	725,000.00	800,000.00	10%	partially covered by FY21 unspent funds
5706 Stewardship Assistance Prog.	200,000.00		-100%	funding in Unrestricted reserve
5705 Survey Fund (existing esmts)	200,000.00		-100%	funding in Unrestricted reserve
<b>Total Expenses</b>	<b>6,318,291</b>	<b>6,076,750</b>	2938%	
<b>Net Operating Income</b>	<b>1,087,000</b>	<b>(110,500)</b>	-110%	
<b>Other Expenses</b>				
9800 Fixed asset purchases	446,000	136,000	-70%	partially covered by FY21 unspent funds
<b>Total Other Expenses</b>	<b>446,000</b>	<b>136,000</b>	-70%	
<b>Net Other Income</b>	<b>(446,000)</b>	<b>(136,000)</b>	-70%	
<b>Net Income</b>	<b>641,000</b>	<b>(246,500)</b>		
<b>Reserve Funds Applied:</b>				
GO Fund	\$	110,500.00		
Vehicle purchases	\$	136,000.00		

### Additions to staff:

- 1 Paralegal
  - 1 Lawyer
  - 1 Records position
  - 4 Conservation Assistants
  - 2 Community Engagement positions
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- Total of 50 F/T & 5 p/t positions in FY22

Planned contracts incl. in approval of Budget

Title/closing services- up to \$85,000

Americorps placements- \$133,500

Records Scanning- \$30,000

TerraTrac Maint./support-up to \$67,500

TerraTrac Phase 2- up to \$300,000