

DRAFT



## Minutes Board of Trustees

**Bull Run Mountain Natural Area Preserve (BRMNAP)  
3/26/2024**

**Trustees:**

Eleanor Brown  
Viola Baskerville  
Elizabeth Copeland  
Tack Richardson

**Staff:**

Brett Glymph, Executive Director  
Leslie Grayson, Deputy Director  
John Lenox, Conservation Assistant  
Deneith Reif, Conservation Assistant  
Joe Villari, Preserve Manager

**Guests:**

Bill Brown  
Amber Miller, BRMNAP Fellow

Hike began at 12:30 p.m. at 17502 Beverley Mill Road, Broad Run on the Bull Run Mountains Natural Area Preserve and was led by staff members. The hike started at the future trailhead and went north to some cultural history features along the Fern Hollow Trail.



The hike passed recently restored historic cemeteries featuring our split rail black locust fence. Staff pointed out natural flora features, spring ephemeral plants and the many ecological communities that are part of BRMNAP. The hike continued with trustees visiting descendant home sites - one which had a current resident - a returning black vulture. The Robinson Corum cemetery and the Dawson cemetery and local homesite wrapped up the hike and the trustees left via the current trailhead.

DRAFT



**Minutes**  
**Finance Audit and Compliance Meeting**  
**3/27/2024**

**BOARD ATTENDEES:**

Eleanor Brown, Chair  
Sissy Crowther

**STAFF:**

Brett Glymph  
Bobbie Cabibbo  
Anna Chisholm  
Kathy Combs  
Leslie Grayson

The meeting was brought to order at 9:06 a.m. by Eleanor Brown.  
Approval of The Order of Business was approved.

**FY24 YTD Review**

Kathy Combs led the review of the current fiscal year. Eleanor asked for a report listing the expenditures and receivable/reimbursements for each of the external grants program money under Cost Recoveries. Eleanor asked about income that is restricted (such as mitigation bank projects) and how that money is accounted for and separated. Anna Chisholm explained how our Limited Government Investment Pool accounts are set up.

**FY25 Budget**

Anna reviewed FY25 pointing out that we will take the allowed interest from Preservation Trust Fund for the first time since its inception. The handout of the FY25 DRAFT Budget is on file with the permanent file of this meeting.

Various funds were discussed, noting how many were restricted and the strategic importance of having a stewardship fund for the future. As conservation easements are perpetual so is the obligation to ensure their adherence. The trustees asked that "VOF funds" be renamed to ensure their use for future stewardship needs. Eleanor Brown stressed the importance of accounting for and the protection of reserve funds.

**Changing banks**

The trustees requested research on fees associated with moving from Bank of America to a local bank.

The meeting was adjourned at 9:50 a.m.

DRAFT



**Minutes**  
**Finance Audit and Compliance Meeting**  
**3/27/2024**

**BOARD ATTENDEES:**

Eleanor Brown, Chair  
Sissy Crowther

**STAFF:**

Brett Glymph  
Bobbie Cabibbo  
Anna Chisholm  
Kathy Combs  
Leslie Grayson

The meeting was brought to order at 9:06 a.m. by Eleanor Brown.  
Approval of The Order of Business was approved.

**FY24 YTD Review**

Kathy Combs led the review of the current fiscal year. Eleanor asked for a report listing the expenditures and receivable/reimbursements for each of the external grants program money under Cost Recoveries. Eleanor asked about income that is restricted (such as mitigation bank projects) and how that money is accounted for and separated. Anna Chisholm explained how our Limited Government Investment Pool accounts are set up.

**FY25 Budget**

Anna reviewed FY25 pointing out that we will take the allowed interest from Preservation Trust Fund for the first time since its inception. The handout of the FY25 DRAFT Budget is on file with the permanent file of this meeting.

Various funds were discussed, noting how many were restricted and the strategic importance of having a stewardship fund for the future. As conservation easements are perpetual so is the obligation to ensure their adherence. The trustees asked that "VOF funds" be renamed to ensure their use for future stewardship needs. Eleanor Brown stressed the importance of accounting for and the protection of reserve funds.

**Changing banks**

The trustees requested research on fees associated with moving from Bank of America to a local bank.

The meeting was adjourned at 9:50 a.m.



**MINUTES**  
**VIRGINIA OUTDOORS FOUNDATION (VOF)**  
**BOARD OF TRUSTEES MEETING**  
**3/27/2024**

**ATTENDANCE**

**Trustees:**

Sissy Crowther, Chair  
Ali Afonja  
Viola Baskerville  
Eleanor Brown  
Elizabeth Copeland  
Tack Richardson  
Absent: Elsie Delva

**Staff:**

Brett Glymph, Executive Director  
Bobbie Cabibbo, Executive Assistant  
Anna Chisholm, Deputy Director  
Kathy Combs, Finance Manager  
Leslie Grayson, Deputy Director  
Martha Little, Deputy Director  
Dave Morton, GIS/IT Director

**Other Attendees:**

Ellen Shepherd, Virginia United Land Trusts VaULT  
Wes Morgan, Office of the Attorney General

The meeting was called to order at 10:02 by Chair, Sissy Crowther. She welcomed everyone to the meeting.

**Approval of The Order of Business**

Motion made by Viola Baskerville to approve the order of business; motion seconded by Tack Richardson and passed unanimously.

**Public Comments**

The Chair opened the floor for comment and Ellen Sheperd of VaULT thanked the trustees for the VOF capacity grant to VaULT.

**Approval of Minutes**

Motion made by Eleanor Brown to approve minutes of October 2023 with the correction of spelling to Martha Little's name on page 2; motion seconded by Viola and passed unanimously.

**Director's Report**

- Brett Glymph introduced Leslie Grayson who gave a report on VOF's history with Aldie Mill. The notes are on file with the permanent file of this meeting.
- Brett related that the budget appropriation for PTF and VOF appear as expected.
- The Virginia Great Outdoors Act which would have established a fund for further land conservation in Virginia was not considered by the legislature but hopefully in future this will become law.
- VOF is now above 900,000 acres protected since its inception in 1966.
- The City of Richmond adopted an ordinance to take possession of East End and Evergreen cemeteries. VOF retains an easement on both properties.
- Several VOF projects are under consideration for the Governor's Environmental Excellence Awards to be awarded at the April 9<sup>th</sup> Environment Virginia 2024 conference in Lexington. Brett will attend on behalf of VOF.
- In May the Vault conference will be held in Fredericksburg. Brett extended an invitation to board members.

**Assignment – To Clarke County - Project 47**

Motion made by Eleanor to approve the Resolution in support of the assignment of Project 47 to Clarke County; motion seconded by Viola and passed unanimously. See *ATTACHMENT A*

**Assignment – Chesapeake Bay Foundation and Historic Virginia Land Conservancy to VOF**

Motion made by Viola to approve the Resolution supporting the easement assignment to VOF from Chesapeake Bay Foundation and Historic Virginia Land Conservancy to VOF; motion seconded by Tack and passed unanimously. SEE *ATTACHMENT B*

**Owned Lands Report & Resolution to Sell Rockfish Parcel**

This Resolution was deferred until the next meeting of the Board of Trustees where an appraisal will be presented for consideration.

**Land Conservation Presentation**

A video presentation of Pieces Lowground, Red Hill and Camp Branch was shown. This presentation is on file with the permanent record of the meeting. A note that the McKinnon Properties, LLC project has received a letter from the county acknowledging the easement’s compliance with the county’s comprehensive plan.

A motion was made by Eleanor that the easements considered, which are across the commonwealth and listed on the chart below, be approved as presented; motion seconded by Elizabeth Copeland and passed unanimously.

Applicant	Project Description	Locality	Protected Acres
Nathan T. Osborne	Agricultural (prime soils)	Grayson County	213.791
Henry Malcolm McCarthy & Patricia Ringley McCarthy Revocable Living Trust dtd 11/9/23	Forestal/ scenic open-space (Virginia Creeper Trail)	Washington County	60.796
Anthony J. Phillips	Agricultural/scenic open-space (public r/w)	Montgomery County	231 +/-
James B. & Erma J. Miller	Forestal/scenic open-space (Jefferson National Forest)	Giles County	196.02
VOF owned Rockfish Property	Forestal/water quality/ scenic open-space to Rockfish River	Nelson County	86.017
26522 Crockett Town Road LLC	Water quality and wildlife habitat (wetlands)	Accomack County	161
Jessica Broaddus	Agricultural	Caroline County	225.82
McKinnon Properties, LLC	Agricultural/forestal	Mathews County	123.3
KMHA LLC, Jeffrey Dean Horner and Beverly Horner	Agricultural/forestal/water quality and scenic/historic open-space (Washington’s birthplace)	Westmoreland County	166.6 +/-
Kimbell F. M. Harvey, Everett W. Harvey	Agricultural/forestal/scenic open-space	Westmoreland County	144.04

**New Business**

Bobbie announced the June 13<sup>th</sup> meeting would be at Hahn Garden in Blacksburg.

**Closed Session**

Bobbie read and Eleanor moved that the Board go into a closed meeting pursuant to Section 2.2-3711.A. 7 and for:

1. consultation with legal counsel and briefings by staff members pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiation or litigating posture of the public body, and consultation with legal counsel regarding specific legal matters requiring the provision of legal advice by such counsel:
  - CAROLINE COUNTY – PROJECT 4803
  - GOOCHLAND COUNTY - PROJECT 1850
  - PJM INTERCONNECTION 853 WESTERN LOUDOUN COUNTY

This closed meeting will be attended only by members of the Board. However, pursuant to Section 2.2- 3712 (F), the Board requests the VOF’s Attorney in this matter, the Executive Director, the Deputy Directors, & Executive Assistant, as it believes their presence will reasonably aid the committee in its consideration of topics that are the subject of the meeting.

The trustees came out of closed session and Bobbie read the following:

“WHEREAS, The Board of Trustees conducted a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, Section 2.2-3712.D of the Code requires a certification by this Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby certifies that, to the best of each member’s knowledge, only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the Board.”

Roll was called to so certify: Sissy Crowther so certified; Ali Afonja so certified; Viola Baskerville so certified; Eleanor Brown so certified; Elizabeth Copeland so certified and Tack Richardson so certified.

Meeting was adjourned.



## RESOLUTION

**VIRGINIA OUTDOORS FOUNDATION (VOF)  
BOARD OF TRUSTEES  
RESOLUTION TO ASSIGN A VOF EASEMENT (PROJECT 47)  
TO CLARKE COUNTY EASEMENT AUTHORITY (CCEA)**

WHEREAS, Robert J. McNally, Jr. donated a deed of easement on 41+/- acres, fronting on Old Winchester Road in Clarke County, Virginia to VOF in December 1976.

WHEREAS, Martha and Marvin Bryant purchased the property from a subsequent owner in 2017 and remain the current owners of Project 47.

WHEREAS, the current owner and the CCEA have submitted written requests for CCEA to assume responsibility for the existing VOF easement in order to incorporate land from a proposed, adjacent CCEA easement and to update the existing 1976 easement to a modern template.

WHEREAS, VOF and Clarke County are both public bodies pursuant to the Code of Virginia § 10.1-1700 et seq. (the Open-Space Land Act) and Project 47 is held by VOF under this Act.

WHEREAS, VOF staff reviewed the assignment request and recommend approval as the existing VOF easement is in an area of other CCEA easements and Clarke County is a qualified holder under the Act.

RESOLVED by the Virginia Outdoors Foundation Board of Trustees on this 27th day of March, 2024 that VOF hereby agrees to assign VOF Easement Project 47 to Clarke County.

ADOPTED by a vote of 6 in favor and 0 against

---

ATTEST: Brett Christina Glymph, Executive Director



**RESOLUTION**

**VIRGINIA OUTDOORS FOUNDATION (VOF)  
 BOARD OF TRUSTEES RESOLUTION  
 TO ACCEPT ASSIGNMENT OF CO-HELD GREEN LEVEL FARM CONSERVATION  
 EASEMENT FROM THE HISTORIC VIRGINIA LAND CONSERVANCY (HVLC) AND THE  
 CHESAPEAKE BAY FOUNDATION (CBF)**

WHEREAS, VOF’s policy governing the assignment of easements from other organizations is detailed in Resolution R-10-05, adopted on April 1, 2010, which states: 1) VOF shall consider easement assignments on a case-by-case basis; 2) VOF may accept such assignments of easements as long as there is a compelling conservation-based rationale for acceptance; and 3) VOF shall charge the assignor such fee as sufficient to administer the assigned easements; and

WHEREAS, HVLC and CBF has requested that VOF accept assignment of a 2001, 1.631 acre conservation easement in King William County, currently owned by Katelyn Leary and Colin Owens; and

WHEREAS, in 2015, VOF recorded a separate open-space easement on 111.46 acres of property in King William County, which includes the 1.631-acre portion previously placed under conservation easement with HVLC and CBF; and

WHEREAS, VOF staff has reviewed the terms and conditions of the 2001 conservation easement and has determined that the acceptance of the proposed assignment will not substantially add to VOF’s stewardship burden and will allow for better efficiency and management of the easements; and

WHEREAS, no stewardship endowment was collected by HVLC or CBF at the time of the donation of the 1.631 acre conservation easement and they are requesting relief from the obligation of an assignment fee; now therefore be it

RESOLVED by the Virginia Outdoors Foundation Board of Trustees this 27<sup>th</sup> day of March, 2024, that the Trustees hereby authorize VOF to accept this assignment without the requirement for the assignment fee.

ADOPTED by a vote of 6 in favor and 0 against.

-----  
 ATTEST: Brett Christina Glymph, Executive Director