County of Albemarle
Community Development Department – Planning Division

Scott Clark
Conservation Program Manager
sclark@albemarle.org
tel: 434-296-5832 ext. 3249

To: Albemarle Conservation Easement Authority
From: Scott Clark, Secretary/Conservation Program Manager
Date: November 5, 2026
Re: Funding Authorization Resolution for Monitoring Staff

Background: The Authority's easement monitoring is carried out by part-time wage staff hired by the Community Development Department (CDD). The funding for this position's wages is provided by annual allocations from the Virginia Land Conservation Foundation (VLCF). Those funds are only to be used for monitoring/stewardship and enforcement. In 2023, the Authority authorized the County (which acts as the Authority's fiscal agent) to transfer up to $50,000 from the Authority's unrestricted account to reimburse CDD for monitoring wages. CDD's wage costs since 2023 have nearly reached that $50,000 amount. This means that more funding needs to be allocated for future monitoring wages.

At the same time, the most recent monitoring employee, Montana Loker, left her position in late September, 2026. As part of the process of listing and re-filling that position, the County's Human Resources department has requested that the Authority allocate additional funding to ensure that future County expenditures on monitoring wages can be reimbursed. They have also recommended that the Authority revisit allocations annually, rather than waiting until an allocation runs out. (Also, the Conservation Program Manager and Finance & Budget staff will review wage expenditures quarterly, in order to identify funding needs in advance, and to ensure that CDD is reimbursed in a timely fashion. This staff process improvement is being put in place now.)

Discussion: The County Attorney's Office has prepared a resolution (see Attachment A) that would make another $50,000 available for monitoring-wage expenses.

For context, the ACEA's current account balances are:

Unrestricted Account:	$710,530.04
Restricted ("legal defense") Account:	$120,000.00
Un-allocated Revenues:*	$ 66,644.12

* These revenues include the most recent VLCF allocation and interest on the current balances, and have not yet been allocated to the unrestricted or restricted account by ACEA action.

Recommendation: Staff recommends that the Authority adopt the resolution provided as Attachment A.

Attachment A

ALBEMARLE COUNTY
CONSERVATION EASEMENT AUTHORITY

RESOLUTION TO AUTHORIZE ALBEMARLE COUNTY TO HIRE A PART-TIME EMPLOYEE FOR EASEMENT MONITORING

WHEREAS, the Albemarle County Easement Authority (the "ACEA") holds approximately 211 easements under the Open-Space Land Act, Va. Code § 10.1-1700 *et seq.*, that require compliance monitoring on a continuing basis; and

WHEREAS, on the ACEA's behalf, the County of Albemarle through its Department of Community Development in the past has hired and paid a part-time employee to monitor these easements; and

WHEREAS, the services provided by a part-time employee remain necessary in FY2027 for the ACEA to fulfill its mission;

NOW, THEREFORE, BE IT RESOLVED that the ACEA approves appropriating up to $50,000.00 from its unrestricted funds to be used to reimburse the County of Albemarle for part-time wages and related employer contributions incurred in FY2027 for the above stated reasons, and

BE IT FURTHER RESOLVED that the ACEA will review this Resolution in one year's time.

* * * *

MOTION

I move the Albemarle Conservation Easement Authority to adopt this Resolution appropriating up to $50,000.00 from its unrestricted funds for the purposes set forth in the Resolution and committing to review this Resolution in one year's time.

DRAFT

I, Scott Clark, do hereby certify that the foregoing writing is the Resolution duly adopted by the Albemarle Conservation Easement Authority by a vote of ____ to ____ as recorded below, at a meeting held on _____.

_____
Scott Clark

	Aye	Nae
Dir. Emmitt	____	____
Dir. Taylor	____	____
Dir. Moses	____	____
Dir. Moore	____	____
Dir. Merrick	____	____
Dir. Fennell	____	____
Dir. Buzzard	____	____
Dir. Izard	____	____
Dir. Linville	____	____

DRAFT