

**AGENDA**  
**North Carolina Land and Water Fund**  
**Acquisition Committee Meeting**  
October 1, 2024, 9:00 a.m. – 5:00 p.m.

**Ross Conference Room**  
**Nature Research Center, 4<sup>th</sup> Floor**  
**121 West Jones Street, NC 27603**

This meeting will also be available to the public by teleconference. Please contact Terri Murray at [teresa.murray@dncr.nc.gov](mailto:teresa.murray@dncr.nc.gov) or 919-707-9400 to request a meeting invitation/call-in number for the meeting.

**Committee Members:**

Amy Grissom (Chair), Jason Walser, Darrel Williams, John Wilson, David Womack

**COMMENCEMENT**

- 1) **Call to Order** (Chair – Amy Grissom)
  - a) **Welcome**
  - b) **Roll call**
  - c) **Compliance with General Statute § 138A-15**

*General Statute § 138A-15 mandates that the Chair inquire as to whether any Trustee knows of any conflict of interest or the appearance of a conflict of interest with respect to matters on the agenda. If any Trustee knows of a conflict of interest or the appearance of a conflict of interest, please state so at this time.*
  - d) **Please put cell phones on vibrate or turn off, and if you are a guest joining remotely, please mute your audio and turn off your video unless you are called upon to speak**
  - e) **Revisions, additions, and adoption of the agenda**
  - f) **Approval of committee meeting minutes from August 12, 2024**

**PUBLIC COMMENTS**

The public is invited to make comments to the Board (Chair – Amy Grissom)

*The NCLWF policy manual states that comments shall be limited to subjects of business falling within the jurisdiction of the NCLWF. The NCLWF welcomes public comments on general issues. Comments will not be allowed on individual projects before the NCLWF for funding during the regular meeting. Comments will be limited to three minutes per person.*

**BUSINESS**

- 1) **Annual Report and Request to Extend Grant Contracts** (Marissa Hartzler) – Staff will review requests to extend two grant contracts from the 2021 grant cycle.

- 2) **Donation Mini-Grant Program Allocation** (Marissa Hartzler) – Staff will review the Donation Mini-Grant Program and recommend an allocation for October 2, 2024, through the 2025 funding meeting.
- 3) **Review of 2024 Cycle Applications** (Chelsea Blount, Jill Fusco, Damon Hearne) – Staff will review applications and answer questions and the committee will develop funding recommendations.

**ADJOURNMENT**

**North Carolina Land and Water Fund  
Acquisition Committee Meeting Minutes  
August 12, 2024**

The meeting was held via Teams with a physical location on the 4th floor of the Nature Research Center located at 121 West Jones Street, Raleigh, NC in room 4508. All Committee Members in attendance were on Teams, and the Teams link was provided to guest attendees.

Committee Members present: Amy Grissom (Chair), John Wilson, Jason Walser, David Womack, Darrel Williams

Committee Members not present: None

Additional Board Members present: Jimmy Broughton

Staff present: Will Summer, Marissa Hartzler, Steve Bevington, Marie Meckman, Christina Benton, Justin Mercer, Jill Fusco, Chelsea Blount, Teresa Murray, Nicolle Montero, Damon Hearne

Visitors present: none

**Call to Order** (Amy Grissom, Chair)

Meeting was called to order by Amy Grissom, Chair, at 1:03pm

1. Welcome
2. Compliance with General Statute § 138A-15
  - a. No conflicts of interest were noted
3. Revisions, Additions and Adoption of the Agenda
  - a. **Motion** to approve the agenda was made by David Womack, seconded by Jason Walser, and unanimously approved.
  - b. **Motion** to approve the Acquisition Committee meeting minutes from April 29, 2024, was made by Jason Walser, seconded by John Wilson, and unanimously approved with Darrel Williams and David Womack abstaining.
  - c. Will Summer requested a review of redline minutes that include details of the physical location and time spent at each site visit location. **Motion** to approve the Acquisition Committee meeting minutes from June 25, 2024, was made by John Wilson, seconded by Jason Walser, and unanimously approved with Darrel Williams and David Womack abstaining.

**Executive Director's Update** (Will Summer)

Will Summer thanked all in attendance for the new August meeting, provided an update on the June special meeting at Emerald Isle, and provided an update that materials for the 2024 grant cycle will be provided to the board the second week of September.

**Public Comments**

No members of the public present

**Business**

- 1) **Program Manager's update** (Marissa Hartzler)
  - a. Marissa Hartzler gave an update of the Acquisition Program, including:
    - i. contracts down from 133 from 147; 6 withdrawals, freeing up \$9.7M for 2024 awards
    - ii. real estate closings: 12 closings have closed since last meeting for a total of 32 this year (11K acres so far which is all of 22-23 combined)
    - iii. hiring of Chad Gutherie with a focus on appraisals

- b. 2021-019 NCCLT Cashy Land and Timber budget request (Marie Meckman)
  - i. Marie Meckman presented a staff request to add stewardship funds to the project budget.
  - ii. **Motion** to recommend approval of addition of \$30,695 to the 2021-019 budget for the specific purpose of Stewardship and to amend the scope and budget as presented in the Decision Matrix was made by Jason Walser, seconded by David Womack, and unanimously approved.
  
- c. ACQ-001 Appraisal Guidelines and Practices (Marissa Hartzler)
  - i. Marissa Hartzler presented four recommendations for changes to the guidelines:
    1. Increase the two-appraisal threshold from \$500k to \$1M
    2. Make it clear that the State Property Office does sometimes use outside reviewers
    3. Increasing allowable tax value in lieu of appraisal from \$100K to \$200K
    4. Align use of tax value for donations with the Donation Mini-Grant Program
  - ii. **Motion** to recommend the revisions presented in the draft ACQ-001 Acquisition Guidelines and Practices, with a revision suggested in the meeting by John Wilson, to the board made by made by Jason Walser, seconded by John Wilson, and unanimously approved.

#### **Adjournment**

**Motion** to adjourn at 2:39pm by Jason Walser, seconded by David Womack, and unanimously approved.

**Action Item****Staff member: Marissa Hartzler**

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**Agenda Item 1) Annual Report and Request to Extend Grant Contracts**

In 2021, the board requested that staff provide annual updates on four projects with large grant awards. Two of those projects are still active:

| <b>App #</b> | <b>App Name</b>   | <b>Award</b> |
|--------------|---|--------------|
| 2021-037     | The Conservation Fund - Johnson Farm - Hector Creek       | \$3,636,230  |
| 2021-051     | The Nature Conservancy - 421 Sand Ridge Ph2 - Corbett Ind | \$8,901,455  |

The board also requested the initial contract terms be limited to two years and that any request for an extension would need to be reviewed by the board; both contracts were extended to January 31, 2025. Staff will report on the status of these projects and present a request for an extension. If granted, the committee should recommend a length for the contract extension.

**Staff recommendation:**

Extend 2021-037 The Conservation Fund – Johnson Farm – Hector Creek and 2021-051 The Nature Conservancy – 421 Sand Ridge Ph2 – Corbett Industries through January 31, 2026.

**Committee action needed:**

Approve or amend the staff recommendation and make a recommendation to the board.

**Action Item**

**Staff members:** Marissa Hartzler

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**Agenda Item 2) Donation Mini-Grant Program Allocation**

Each year, the Acquisition Committee is asked to set the allocation of funds for the Donation Mini-Grant (DMG) Program. The allocation will be used to administratively fund DMG applications from October 2, 2024, through the 2025 funding meeting. These funds are used on an as-needed basis and are drawn from license plate revenue and returned grant funds, similar to provisional funding.

**Staff recommendation:**

Recommend to the board funding up to \$500,000 in Donation Mini-Grants from license plate revenue and/or returned grant funds through the 2025 funding meeting and via administrative approval delegated to the NCLWF Board of Trustees Chair.

**Committee actions needed:**

Approve or amend the staff recommendation and make a recommendation to the board.

**Action Item**

**Staff members: Chelsea Blount, Jill Fusco, Damon Hearne**

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**Agenda Item 3) Review of 2024 Cycle Applications**

The Acquisition Committee will review the 2024 applications for acquisition projects and make funding recommendations. 54 applications for land acquisition projects have been ranked by staff for the Acquisition Committee to review.

Each trustee was given application review materials via Airtable with application scores and links to applications, project summaries, and PowerPoint presentations.

Presentations will be given by staff during the Committee Meeting.

**Committee actions needed:**

- 1) Recommendation to full board of a prioritized list of applications to be funded from the currently available funds, including which project(s) will receive the military buffer funds and consideration of up to \$2.4M in DEQ funds.
  
- 2) Recommendation to full board of a prioritized list of applications to be funded as additional funds become available from license plate fees, funds currently encumbered to projects that may become unencumbered before July 1, 2025, and additional appropriated funds.