

Chebeague & Cumberland Land Trust

Stewardship Preservation Fund Policy for Conservation Easements and Fee Properties

Purpose:

When CCLT acquires a conservation easement, it accepts the responsibility to monitor and enforce the easement in perpetuity. This policy is based upon CCLT's ongoing commitment to provide a secure source of funds to support stewardship of its protected properties and to provide for legal defense of a conservation easement if necessary. CCLT also recognizes the need to secure funds to steward and possibly defend conservation land it owns in fee. To this end, the Stewardship Preservation Fund has been established to ensure there are dedicated and sufficient resources to care for and manage the Trust's conservation easement and fee owned properties. Raising money for the Stewardship Preservation Fund shall be an integral part of the process of acquiring new easements and fee properties. In general, CCLT stewardship and defense costs have remained very low due to a dedicated and trained group of volunteer stewards and Board Members as well as a successful stewardship program. CCLT believes that strong relationships between the land trust, the property owners and the local community will help continue to keep expenditures low.

Stewardship Preservation Fund:

CCLT established a pooled, dedicated Stewardship Preservation Fund to support the costs of its stewardship responsibilities and to provide a source of funds available to support any legal action necessary to defend a conservation easement it holds and fee properties it owns.

The monies in this Fund are invested and managed according to an Investment Policy adopted by CCLT's Board of Directors. Gifts from donors restricted for stewardship are added to this Fund. In addition, unrestricted gifts are dedicated for stewardship and defense at the discretion of CCLT's Board of Directors. It is CCLT's goal to have its stewardship responsibilities fully funded by annual distributions from this fund.

Contributions to the Stewardship Preservation Fund:

Possible sources of funds include, but are not limited to:

- Contribution from the donor of an easement or fee property as a lump sum at the time of closing or a pledge to be donated over several years, or as a bequest,
- Donations from other interested parties,
- Campaigns to support new easements and fee properties,
- Board Designation, at its discretion, of unrestricted funds to the Stewardship Preservation Fund,
- Interest income annually derived from the Stewardship Preservation Fund and/or other reserved and operating funds,
- Grants from foundations or public entities,
- When an easement is purchased, stewardship and defense funding will be included in the fundraising budget for the purchase.
- Stewardship Preservation Fund capital campaign (2012-2017)
- Planned giving program (not currently established)

- Memorial gifts

The amount of dedicated funds for each easement, as of the adoption of this policy, shall be determined by using a base/minimum recommended amount established by the Land Trust Alliance of \$1500-3000 per easement for defense and \$3500 per easement for stewardship. The base stewardship contribution amount covers standard costs elements for an average easement. The amount can be adjusted upward to reflect factors that may make the easement significantly more difficult and time consuming to monitor and manage. The amount of funds for fee properties shall be determined on a case by case basis based on the projection of actual stewardship costs identified with a stewardship cost worksheet for fee properties or the minimum flat rate of \$1500 per fee property. The funds may be obtained from a variety of sources listed above.

CCLT also recognizes the importance of fulfilling obligations of unfunded, and under-funded, projects previously completed and will aim to build the reserve for these properties over time.


Management of the Stewardship Preservation Fund

- The CCLT Board of Directors, acting through its Finance Committee, shall oversee management of the Stewardship Preservation Fund. The Fund shall be invested and managed according to the CCLT Investment Policy.
- Accounting records of the Stewardship Preservation Fund contributions and disbursements shall be maintained by the Treasurer.
- The Board of Directors must approve the withdrawal of any money from the Stewardship Preservation Fund's principal and shall develop a plan for the replenishment of such funds withdrawn.
- Because the majority of CCLT stewardship responsibilities are conducted by volunteers, the CCLT Stewardship Committee shall track volunteer stewardship time and associated costs.

Additional Defense Opportunities

- CCLT will explore the possibility of participating in the Land Trust Alliance Conservation Defense Fund captive insurance program if and when such a program is established and/or explore the possibility of a regional opportunity to pool easement defense resources with other small land trusts in Maine.
- The Attorney General in Maine has standing to assist, or take over, enforcement of a conservation easement on behalf of a nonprofit land trust. The Maine Attorney General's Office has already demonstrated willingness to participate in a land trust case and has been successful in the litigation.

Certified By:



Julie Franklin
Secretary

6/16/2011

Date

**Chebeague & Cumberland Land Trust
Easement Stewardship Cost Worksheet**

Easement Name:

Date:

I. Initial Costs:

A. Baseline Report Preparation

II. Annual Monitoring

A. Track Volunteer Time

1. Steward

- Pre-monitoring preparation
- Site walk
- Post monitoring report write up and follow-up tasks
- Landowner relations (contact, correspondence, issue resolution)
- Property maintenance, if any

2. Board Member

- Review monitoring reports
- Provide support to stewards
- Landowner relations
- Follow-up tasks

B. Staff Administrative Time – Salary/Hour (currently \$20/hr)

1. Record Keeping (filing, copying, scanning, database entry)

C. Monitoring Hard Costs

1. Supplies (cd, postage, folders)
2. Travel Costs (incidental)
3. Document Storage (binders, filing cabinets, offsite archive)
4. Signage
5. GPS

III. Easement Management

A. Exercise of reserved rights, easement interpretation, discretionary approvals, amendment
(Board member time, site visits, potential legal review)

IV. Legal Defense (\$1500-\$3000 per easement)

V. Insurance

**Chebeague & Cumberland Land Trust
Fee Land Stewardship Cost Worksheet**

Property Name:

Date:

I. Initial Costs

- A. Management Plan Preparation
- B. Survey needed?
- C. Signage
- D. Initial Inventory and Boundary Identification
- E. Map Preparation
- F. Trail Construction?
- G. Parking Area Construction?
- H. Outreach Materials

II. Annual Costs

- A. Monitoring
 - 1. Track Volunteer Time
 - a. Steward (pre-monitoring, site walk and post monitoring follow up)
 - b. Board Member (monitoring report review, follow-up tasks)
 - 2. Staff Administrative Time – Salary/Hour (currently \$20/hr)
 - a. Record Keeping (filing, copying, scanning, database entry)
 - 3. Hard Costs
 - a. Supplies
 - b. Document Storage
 - c. Travel Costs (island properties with only boat access)
 - d. GPS
- B. Property Maintenance Work
 - 1. Management Plan Requirements (mowing, water quality testing etc.)
 - 2. Structures
 - 3. Public Access Factor (intensive recreational use or lower intensity)
 - 4. Abutters (subdivisions vs. undeveloped land)
 - 5. Capital Expenses (equipment)
 - 5. Replacement Costs (signs, walkways)
- C. Insurance
- D. Property Taxes (not applicable at this time)

III. Legal Defense

IV. Income Generation Potential

- A. Lease Agreements
- B. Timber Resources

Chebeague & Cumberland Land Trust
Volunteer Steward Timesheet

Property Name:

Date:

Annual Monitoring:

- **Pre-Monitoring Preparation**

- **Site Walk**

- **Post Monitoring Work**
 - Report
 - Follow-up Tasks

- **Landowner Relations (phone contact, meetings, correspondence, issue resolution)**

- **Property Maintenance (if any)**
 - spring beach clean up, trail work etc.

Chebeague & Cumberland Land Trust
Stewardship Preservation Fund Development Campaign

Goal:

Establish a financial foundation to carry out CCLT’s mission and commitment to steward, and possibly defend, the conservation easements it currently holds and fee properties it owns through a dedicated fundraising process over the next five years (2012-2017).

Background:

CCLT established its pooled, dedicated stewardship fund in 1998 and has been adding to the fund over time with gifts from easement donors, other interested parties and periodic designation of funds by the Board of Directors from CCLT’s earned interest income. To date, stewardship costs have remained relatively low due to a committed and trained group of volunteer stewards and Board members. CCLT has never had to pursue an enforcement action.

Through the new Stewardship Preservation Fund Policy, CCLT will increase its efforts to regularly dedicate funds to adequately cover the stewardship costs, and possible defense, of the conservation easements and fee properties it currently holds and to improve efforts to contribute to the Stewardship Preservation Fund for each new easement and fee property and it acquires. CCLT will also begin to track volunteer steward and Board Member time spent on stewardship activities.

Targets:

	<u>Existing Restricted Funds</u>	<u>Target Goal</u>	<u>Need to Raise</u>
Easement Enforcement		\$50,000	\$ 2,300
Easement Stewardship	all funds pooled	\$45,000	\$45,000
Fee-Owned Properties		\$ 7,500	\$ 7,500
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Totals:	\$47, 696	\$102,500	\$54,800

Strategies for Raising Funds:

Initial Steps (2012)

- 1) Establish Stewardship Preservation Fund Campaign (2012-2017)
- 2) Set Target Goals
- 3) Produce case statement to support the Land Trust’s identified needs
- 4) Identify Board members willing and able to carry out tasks
- 5) Train volunteers
- 6) Identify outreach efforts and develop materials

Specific Fundraising Strategies (2013-2017)

- 1) Ask past easement/fee property donors who did not give at all, or under-funded the stewardship fund contribution, when property was gifted. (2013)
- 2) Identify existing CCLT members who may have the capacity and interest to contribute. Assign cultivation/solicitation responsibilities. Define the amounts to be solicited from each donor. Contact the prospective donor with the request. (Ongoing)
- 3) Research other interested parties with capacity and potential interest for individual donations. Visit individual prospects or hold small group gatherings. (Ongoing)
- 4) Send letters to abutters of protected areas requesting contributions to the Stewardship Fund. (2013)
- 5) Host event to acknowledge donors to the Stewardship Fund, honor easement donors and attract potential new donors to the Stewardship Fund. (2014/5)
- 6) Research and apply for grants from foundations and public entities. (Ongoing)
- 7) Talk with Towns regarding municipal-owned properties with CCLT easements. (2013)
- 8) Board designation of CCLT's earned interest income from dedicated and operating funds to the Stewardship Preservation Fund. (Ongoing)
- 9) Add a line item in annual budget designating funds to the Stewardship Fund. (Ongoing)
- 10) Explore the possibility of designating unrestricted memorial gifts received by CCLT to the Stewardship Fund. (case by case basis)
- 11) Explore the possibility of setting up a Planned Giving Program. (2017)
- 12) Commitment to raise contributions to the Stewardship Preservation Fund with *new* acquisitions in a timely fashion. (Ongoing)
- 13) Campaigns to support new easements and fee properties acquired. (Ongoing)

Assess Progress

Annually, at midpoint and at the end of the five year campaign, assess progress towards our target goal. Identify and implement "Plan B" as necessary.