



Willowsford[®]

CONSERVANCY

Board of Trustees Meeting

September 26, 2023

5:30 to 7:30 pm



Agenda

- Welcome & Resident Comments (5:30pm)
- Board Business (5:35pm)
- Items for Discussion (5:40pm)
- Staff Updates (6:05pm)
- FY23 YTD Financials & FY24 Draft Budgets (6:25pm)
- Executive Session (7:15pm)



Board Business

- April Board Minutes Approval
- 2023 Board Meeting Schedule
 - *Oct. 11 Joint Meeting with HOA Board*
 - *Nov. 28 Board Meeting*



Items for Discussion

- Strategic Plan Implementation Update
- Board/Advisory Board Recruitment
- Employee Manual
- Amenity Use Guidelines
- Conservancy Clubs
- Loudoun Invasive Removal Alliance



Operations & Programs Update

- Completed 2022 Audit
- Update of Employee Manual
- Worked with accounting team to improve chart of accounts and tracking (Financial Statements each month)
- Starting to rebuild and add to partnerships
 - Internal and External
- Over 10 programs with over 400 attendees
- Filled vacant Program & Engagement Coordinator position –
Welcome Sarah Uhrig!

Looking Back – Second & Third Quarters



- **Obstacle Course Addition**
 - Volunteer Days
 - Invasive Treatments
 - Native Plant Sales
 - Vegetation Survey
- **Bridge Repairs & Trail Improvements**
 - Benches installed by boy scouts
 - Summer programming success
- **Amenity maintenance at Cedar Pond Pavilion and Hidden Meadow**
- **Pond Maintenance (Allen Farm Pond has increased water clarity!)**
 - Conclusion of the bird monitoring season

Week 1



Week 2



Week 3



Week 4



Week 5



Week 6



In-House Prescribed Burns

Prescribed burns are a standard and fundamental management practice for native meadows. Local organizations utilize this practice including:

- Piedmont Environmental Council
- Virginia Working Landscapes (Smithsonian Institute)
- Clifton Institute
- Manassas National Battlefield Park
- Shenandoah National Park
- Sky Meadows State Park
- ...and many more.

Equipping the Land Stewardship team to perform prescribed burns will save money and provide opportunity for us to manage more meadows more efficiently and effectively.

Cost to burn 0.5 acre once: **\$3,650**

One time cost to equip team: **\$13,200**

Recurring annual costs for burning every year will be very minimal and mostly cover any permitting needs and fuel needs.

Training needs: 3 members will need their red card (two members already have certification), Sam will be trained as a Prescribed Burn Manager (\$50).

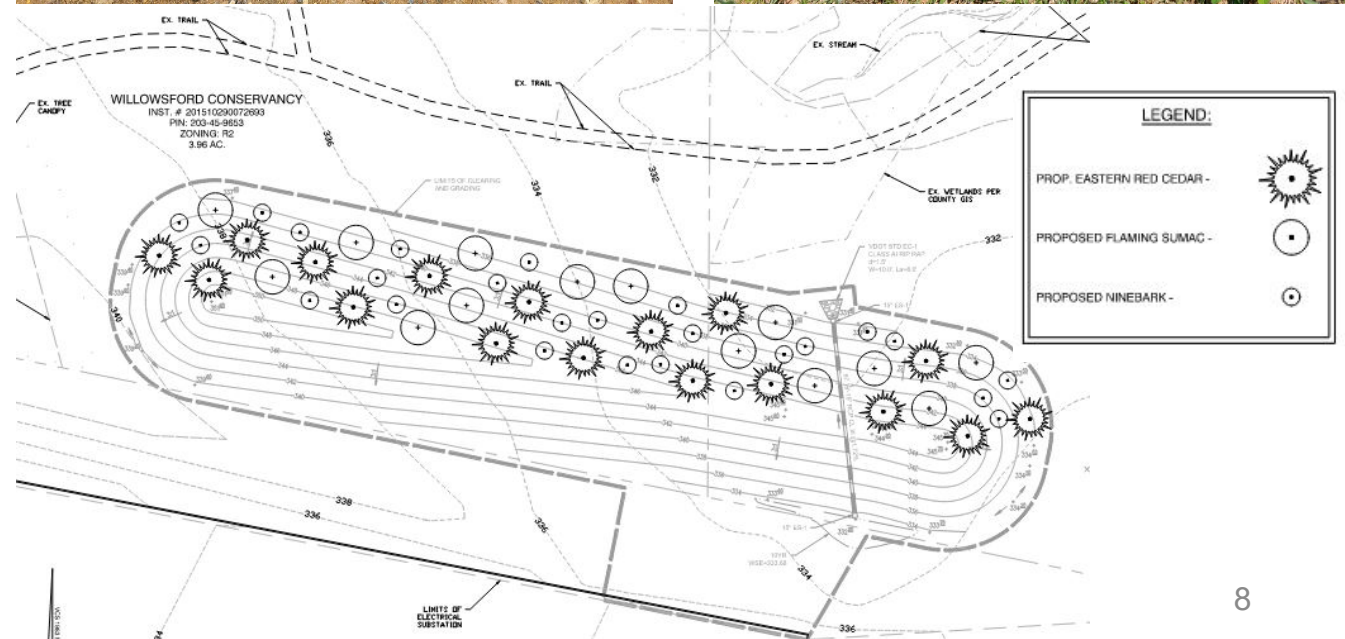
NOVEC –Paddock Gate Project

The berm was seeded with native grasses by NOVEC as recommended, however they used straw instead of mats and the seed blew away. The soil is so poor and rocky, weeds and invasives were the only plants to establish. NOVEC has agreed to reseed.

In August, the Conservancy installed the deer fence around the project. The backside of the area remains open since NOVEC is panning to install a fence along that side.

At the end of October, the trees will be planted in this area by the Conservancy. NOVEC intends on installing approved vegetation this fall as well.

Irrigation will be installed in the spring before the growing season begins.



CapEx – Tenant Homes and Ponds



Tenant Homes:

Lightridge – taking a new approach to permitting which should expedite the process with the goal of starting work in the house again by the end of the year/beginning of new year.

Peach Orchard – problems continue to worsen; downstairs bathroom floor is collapsing due to the issue with the joists identified earlier. Acquiring quotes on immediate repairs of the floor and leaks in the roof.

Pond Dam Remediation:

Terracon cannot provide the design proposal for construction repairs; we are working on pursuing a different engineering firm to draft the proposal necessary for Terracon to perform repairs.



Looking Back – Second & Third Quarters



Highlights:

- Two weeks of Farm Camp serving approximately 125 Willowsford children
- New flock of laying hens arrived early September
- Cover cropping goal met – cover crop on 85% or more of production ground
- Recent rains have successfully flushed salt buildup from two high tunnels
- Farmstand open twice weekly with complementary offerings
 - Yoga at the farmstand
 - Food trucks
 - Composting drop site for Worm Works



Improving Soil Health

This is a photo of the old OGHT greenhouse site, just inside the Grange Farm fence. The sorghum Sudan grass cover crop was planted at the same time, rate, and depth. The plants in the foreground are located where the mobile chicken coop was located and the plants in the background are behind the mobile coop location. Notice the difference in plant health and vigor.

Running our laying hens in the vegetable fields has resulted in tremendous soil fertility gains, less weed pressure, and has reduced our reliance on purchased soil amendments.

The soil has improved in smell & texture, and crop survivability has increased.

CapEx Update

New Cooler project

Completed

- Insulated concrete slab for coolers
- Building addition to enclose cooler space
- New bollards for packing shed
- Gutters and gutter repairs
- New 400A electrical service to packing shed
- Cooler panels, evaporators, and compressors disassembled and delivered

To do

- Cooler panel assembly – Farm staff
- New electrical service to cooler space
- Install refrigeration
- Remove existing coolers
- Install new service door for southern access to shed

Additional projects: digging new packing shed well & covering existing well





Finance Committee

Finance Committee Last Convened September 21, 2023 to Review Performance to Date

Revenue

- Enhancement Fee (Resales) under-performing by 32%
- Easement (\$150K) & Donation (\$100) Revenue over-performing

Expenses

- Trending 11% under-budget

Net Operating Revenue \$250K favorable

- Easement revenue to be offset by \$90K in Q4 additional material expenses

FY2023 YTD Performance Summary

	Actual	Budget	Remaining
Revenue			
4000 Revenue	1,483,263.37	1,276,168.65	-207,094.72
Total Revenue	\$ 1,483,263.37	\$ 1,276,168.65	-\$ 207,094.72
Cost of Goods Sold			
5000 Cost of Goods Sold	62,603.12		-62,603.12
5310 COGS - Layer Costs	12,160.85		-12,160.85
5900 Seasonal Wages	13,057.75		-13,057.75
Total Cost of Goods Sold	\$ 87,821.72	\$ 0.00	-\$ 87,821.72
Gross Profit	\$ 1,395,441.65	\$ 1,276,168.65	-\$ 119,273.00
Expenditures			
6100 Maintenance	133,733.12	119,592.00	-14,141.12
6200 Land Stewardship	33,926.66	46,264.00	12,337.34
6300 Programs, Classes, Events	3,804.07	5,364.00	1,559.93
7000 Payroll and Benefits	737,503.25	789,056.00	51,552.75
7100 Employee Housing	21,948.32	5,264.00	-16,684.32
7200 General & Administrative	29,658.32	25,208.00	-4,450.32
7300 Professional Fees	65,513.76	80,088.00	14,574.24
7400 Travel & Staffing	23,608.00	36,387.00	12,779.00
7500 Other Expenses	4,661.57	12,048.00	7,386.43
8000 Taxes	27,416.18	33,704.00	6,287.82
8100 Insurance	17,184.92	25,992.00	8,807.08
PayPal Fees	1,056.34		-1,056.34
Uncategorized Expense	163.34		-163.34
Total Expenditures	\$ 1,100,177.85	\$ 1,178,967.00	\$ 78,789.15
Net Operating Revenue	\$ 295,263.80	\$ 97,201.65	-\$ 198,062.15

FY2023 YTD Performance Summary

Other Revenue				
8500 Investment & Interest Income		118,188.94		-118,188.94
Other Miscellaneous Revenue		40,022.18		-40,022.18
Total Other Revenue	\$	158,211.12	\$	0.00
			-\$	158,211.12
Other Expenditures				
8200 Depreciation		150,085.20		-150,085.20
8410 Net Capital Transactions Sold vs Revenue		184,413.85		-184,413.85
8420 Interest Expense		381.09		-381.09
Total Other Expenditures	\$	334,880.14	\$	0.00
			-\$	334,880.14
Net Other Revenue	-\$	176,669.02	\$	0.00
			\$	176,669.02
Net Revenue	\$	118,594.78	\$	97,201.65
			-\$	21,393.13

FY2024 Budget Assumptions

- One new FTE – Business Ops/Office Manager/Admin
- Assessments – 5% increase currently
- Transfer Fees – decrease in sales to 85 with slight increase in sales price
- CapEx will need funding from future funding sources, reserves and/or profit from endowment
- Marketing investment to promote CSA & Farm Stand and land amenities

DRAFT Willowsford Conservancy - FY2024 Budget Summary

	Farm	Land	Operations	Total
REVENUE				
4010 Grants/Contributions/Easement Revenue		27,000		27,000
4020 Conservancy Assessments & Fees			1,651,970	1,651,970
4030 Farm Revenue	233,750			233,750
4500 Program & Events Revenue	6,840	9,700	4,000	20,540
4600 Land Revenues	600	16,200		16,800
Total Revenue	241,190	52,900	1,655,970	1,950,060
COST OF GOODS SOLD				
5100 COGS- Farm	66,500			66,500
5200 Farm Production & General Exp.	43,000			43,000
5310 COGS - Layer Costs	27,650			27,650
5400 COGS - Land Stewardship		3,837		3,837
5900 Seasonal Wages	7,925			7,925
Total Cost of Goods Sold	145,075	3,837		148,912
Gross Profit	96,115	49,063	1,655,970	1,801,148

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EXPENSE				
6100 Maintenance	54,500	139,700	10,000	204,200
6200 Land Stewardship		66,200		66,200
6300 Programs, Classes, Events	3,605	10,800	3,000	17,405
7000 Payroll and Benefits	422,274	412,128	348,800	1,183,202
7100 Employee Housing			7,000	7,000
7200 General & Administrative	16,336	12,980	24,900	54,216
7300 Professional Fees			190,500	190,500
7400 Travel & Staffing	3,100	800	5,000	8,900
7500 Other Expenses	2,750	4,400	7,100	14,250
8000 Taxes			55,900	55,900
8100 Insurance			40,000	40,000
Total Expenditures	502,565	647,008	692,200	1,841,773
Net Operating Revenue	-406,450	-597,945	963,770	-40,625
Other Expenses- Depreciation	135,000		90,000	225,000
Other Revenue			2,050	2,050
Capital Expense Allocation	223,000	245,900		468,900
Net Revenue	-764,450	-843,845	875,820	-732,475

Executive Session

