











#### **Board of Trustees Meeting**

November 28, 2023

5:30 to 7:30 pm









#### **Agenda**

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



- September Board Minutes Approval
- Resident Comments



- Audit Report Approval
- Employee Manual
- Update on Clubs

## New Business: Dulles South Community Park

- Designs shared by county at Oct. 26 public meeting
- Conservancy & HOA Boards jointly sent a letter with feedback and concerns in mid Nov.
- Shared template with residents
- 9 residents spoke at Nov. 16 county
   Parks, Rec & Open Space meeting



## In the beginning was the Board...

- Conservancy Board was created during Founder period
- Board moved from Founder control to independent organization in 2021
- Today, Conservancy Board is fully independent, has six members with capacity for seventh
- Board is self-perpetuating; selects own members

## What we've learned (1/n)

- There are lots of people who want to be involved with the Conservancy, which is great!
- Some would like to be involved as Board members, which is also great!
- As the Conservancy matures, the Board's understanding of the skills its members need changes, but some themes have repeatedly emerged:
  - Legal (particularly land use)
  - Financial
  - Domain-specific: conservation, farming, fundraising, education

## What we've learned (2/n)

- The Conservancy also has specific challenges that benefit from outside perspective
  - Technical issues (e.g., ponds, easements)
  - Government and community relations
  - Neighborhood-specific issues that affect the Conservancy (e.g., utilities, parks)
  - Other "special projects"
- Unlike the Board, which necessarily must be the entity that thinks of the Conservancy's long-term, many of these projects are time-bound
  - The different requirements and contexts can be challenging; a specific issue might distract the Board from its planned topics or not get the attention it deserves

## The "Advisory Board" Opportunity

- A standing organization, sponsored by the Conservancy, to provide help for these specific challenges and offer opportunities for engagement
- The Conservancy Board (via Executive Committee or full Board) and/or the Executive
   Director can appoint anyone to the Advisory Board for a term of X years; appointments
   automatically expire at the end of the term, but a new appointment is as easy as a decision
   by any of the above
- The appointment is tied to a specific project or task with deliverables during the appointment period, which are negotiated and documented at the time of appointment

## This isn't new governance

- The Advisory Board is not governing members do not vote on Conservancy business, etc.
- There's no minimum or maximum size; the Advisory Board may be vacant for periods
- Trustees can / will be involved with projects to help manage governance needs (e.g., votes),
   communication, etc.

## The Advisory Board creates opportunities, too

- A natural next step for Board members who want to off-ramp while remaining engaged
- Chance to engage folks who might be interested in and/or qualified for the Conservancy Board during periods without vacancy, before the Board makes a decision, etc.
- Potentially can be combined with a "junior board" and give minors an opportunity to be more involved while addressing age concerns, etc.

# What do we do?

- We (the Conservancy Board) moves to create the Advisory Board
- I am prepared to oversee the Advisory Board for one year
- When my Board term concludes, I'll give a year to the Advisory Board as a member, too

## New Business: 2024 Board Meeting Dates

- 2023 February, April, September, November
- Four board discussions
- Same cadence and timing for 2024?
  - Last Tuesday of the month from 5:30 to 7:30 (Feb 27)
- HOA Joint Meetings Proposed Dates:
  - May 9 at 5:30
  - October 22 at 5:30

Program & Engagement Fourth Quarter









## Program & Engagement Fourth Quarter



















- Annual Bonfire & Campover
  - Final Native Plant Sales
- Deer Management Program
- Bridge Repairs & Trail Improvements
- Fishing Line Disposal System installed by Eagle Scout
- More than 100 tons of stone laid in trail resurfacing
  - Native Seed Collection
  - Amenities Winterized
  - Fleetwood Barn Expansion
  - Hazardous Tree Removals Along Trails
- 5 Resident Conservation Projects (3 Street Collaborations)
  - NOVEC-Paddock Gate Tree Planting



- Equipping & Training Team for Prescribed Burns
- Concluding the project installation for NOVEC-Paddock GT
- Allen Farm Pond Dam Maintenance
- Tree removal from pond dams
- Completing Lightridge Tenant Home Renovations

- Wet Meadow Prescribed Burn (in-house)
- Initiate Oak-Savannah Project (dependent on donor)
- New trail construction in the Grant along the pipeline easement
- Stand thinning in the Greens around Beaver Dam Pond













#### 2024 Land Stewardship Programming

19 Programs Held by Land Stewardship1,214 program attendees64% attendance rate

Most popular programs (100% attendance):

Amphibian Walk

Aquatic Wildlife Discovery

Fishing for Beginners

Guided Hikes

#### Land Stewardship Volunteerism

Deer Management Program

22 Participating Hunters
223 Hours of Volunteer Work

Approximately **2,680 lbs of meat donated** to Hunters for the Hungry





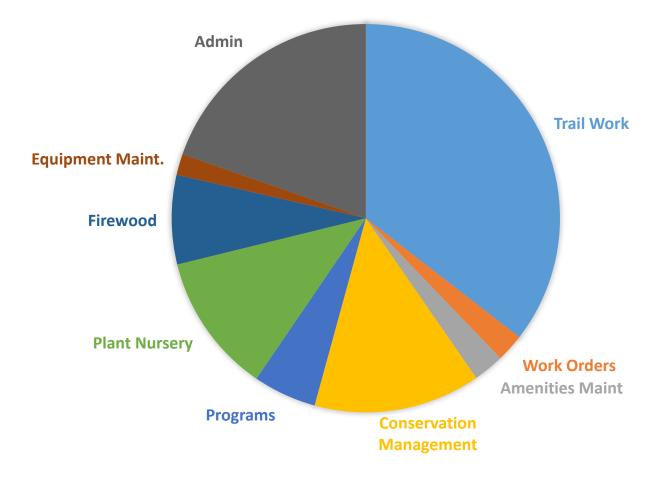
#### Volunteers

10 Volunteer Events3 Eagle Scout Projects4 Volunteer Led Programs4 Volunteer Groups

A Total of 363 Volunteers
Serving
1,287.5 Volunteer Hours in 2023



#### **LABOR HOURS JAN - NOV**



Category	% Time
Trail Improvements	27%
Administration Work	19%
Native Plant Nursery	11%
Trail Maintenance	8%
Firewood	7%
Programs & Events	5%
Meadow Management	4%
Misc. Tasks	4%
Invasive Species Management	3%
Wildlife Management	2%
Forest Management	3%
Amenities Maintenance	2%
Tree Work	2%
Equipment Maint	2%
Pond Management	1%



#### Highlights:

- Winter share started in Nov.
- Garlic and early 2024 spinach are looking great
- New flock of chickens is producing and has replaced old flock
- Marketing ramp up as staff capacity increases
  - Branded the Sprinter van
  - Beginning a Farm Team and Volunteer led Willowsford-wide canvassing effort





#### 2023 Key Metrics

- Farm produce donations to Dulles South Food Pantry totaled 4950 pounds through September
- Volunteer totals for 2023
  - 42 individual volunteers
  - 1260 hours covering numerous activities
- Met our goal of cover cropping at least 85% of production ground in 2023
- Farm Stand season ended in October
  - Sales totaled \$38,500, exceeding our \$31,250 projections



#### CapEx – Fleetwood & Tenant Homes

Fleetwood Addition: mostly completed. The framing and siding were all completed in-house. The electrician is being scheduled to do some of the wiring and the floor will be leveled and sealed in-house barring any complications.

#### **Tenant Homes:**

Lightridge – comments received in late November for planning process.

Peach Orchard – repairs completed to chimney and flashing. Home inspection completed which shows potential in renovating house. Staff currently weighing renovation versus new construction options and making sure options/timing will work for tenants.

## CapEx Update: Packing Shed and Wells

#### **New Cooler project**

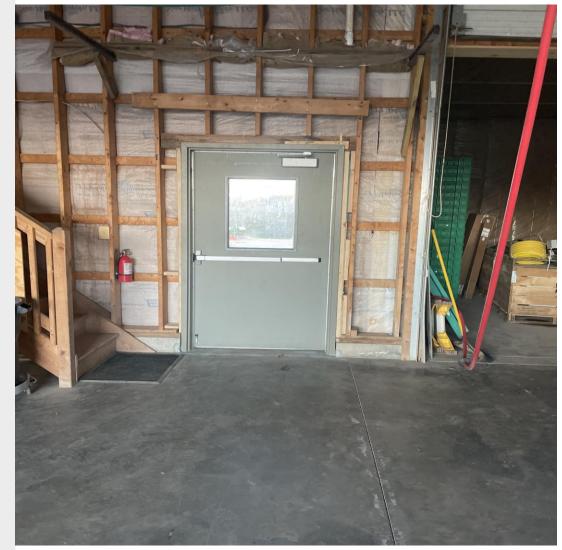
#### Completed

- 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 wall panels up
- New service door for southern access to shed

#### To do

- Cooler ceiling assembly Farm staff this week
- New electrical service to cooler space
- Install refrigeration
- Remove existing coolers
- NOT IN 2023 CAPEX BUDGET: Insulation of existing space and adding propane heater

New packing shed well drilling this week. Concrete work behind packing shed and around existing shed completed 11/27.



### **Finance Committee**

Finance Committee Last Convened November 22, 2023 to Review Performance to Date

#### Revenue

- Enhancement Fee (Resales) under-performing by 32%
- 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	Over/(Under)
Revenue			
Total Revenue	\$ 1,703,466.12	\$ 1,620,583.31	\$ 82,882.81
Total Cost of Goods Sold	\$ 134,338.30	\$ -	\$ 134,338.30
Gross Profit	\$ 1,569,127.82	\$ 1,620,583.31	\$ (51,455.49)
Expenditures			
Total 6100 Maintenance	\$ 174,348.13	\$ 149,490.00	\$ 24,858.13
Total 6200 Land Stewardship	\$ 34,024.43	\$ 57,830.00	\$ (23,805.57)
Total 6300 Programs, Classes, Events	\$ 15,531.96	\$ 10,055.00	\$ 5,476.96
Total 7000 Payroll and Benefits	\$ 918,602.65	\$ 986,320.00	\$ (67,717.35)
Total 7100 Employee Housing	\$ 28,479.29	\$ 6,580.00	\$ 21,899.29
Total 7200 General & Administrative	\$ 41,282.62	\$ 31,510.00	\$ 9,772.62
Total 7300 Professional Fees	\$ 92,656.05	\$ 100,110.00	\$ (7,453.95)
Total 7400 Travel & Staffing	\$ 25,612.50	\$ 38,817.00	\$ (13,204.50)
Total 7500 Marketing & Other Expenses	\$ 10,180.40	\$ 15,060.00	\$ (4,879.60)
Total 8000 Taxes	\$ 40,837.17	\$ 42,130.00	\$ (1,292.83)
Total 8100 Insurance	\$ 26,107.35	\$ 32,490.00	\$ (6,382.65)
Total Expenditures	\$ 1,407,662.55	\$ 1,470,392.00	\$ (62,729.45)
Net Operating Revenue	\$ 161,465.27	\$ 150,191.31	\$ 11,273.96

#### FY2024 Budget Overview

- Approved by HOA Board on Nov. 16
- One new FTE Business Ops/Office Manager/Admin
- Assessments 6% increase
- Transfer Fees decrease in sales to 85 with slight increase in sales price
- Marketing investment to promote CSA & Farm Stand and land amenities
- CapEx investment in our infrastructure and tenant houses will be funded by withdrawal from endowment

Board needs to consider approval of budget & assessment increase

## **Executive Session**

