



Board of Trustees Meeting

February 27, 2024

5:30 to 7:30 pm

Boat House

Zoom





Agenda

- Welcome & Resident Comments (5:30 pm)
- Board Business (5:35 pm)
- Old Business (5:40 pm)
- New Business (6:10 pm)
- Staff Updates (6:30 pm)
- FY23 Financials & January Financials (7:00 pm)
- Executive Session (7:20 pm)

Existing Business

- Charter and next steps for Advisory Board
- Employee Manual

Employee Manual

- Update to tone & places where there was too much/too little detail
- Added Short Term Disability (since now part of our benefits)
 - *12 weeks at 90% pay w/7 day waiting period (no waiting period for Maternity)*
- Added Parental Leave
 - *2 weeks for Adoption, Foster, or Birth (maternity – 12 weeks total)*
- Update to PTO
 - OLD – 5 days of Personal and 2+ weeks of PTO
 - *Proposed – 5 days of Sick Leave and 3+ weeks of PTO with language about Supervisor needing notice and discretion to decline during busy season*

New Business

- Fences/Encroachment on Conservancy property
- Zettle/sales and volunteers
- Strategic Plan - Implementation plan update
- New developments: Dulles North HS #14, Dulles South Community Park, Dominion/Wishing Star

Fences/Encroachment Issues

- Fences were discovered to be located on Conservancy property at two addresses
- Both property owners went through HOA hearing process and one owner requested to be grandfathered

Conservancy declined - concerned this would set a precedent

- Covenants Committee assessed fines on each since the fences have not been removed
- Conservancy needs to decide if should pursue any actions

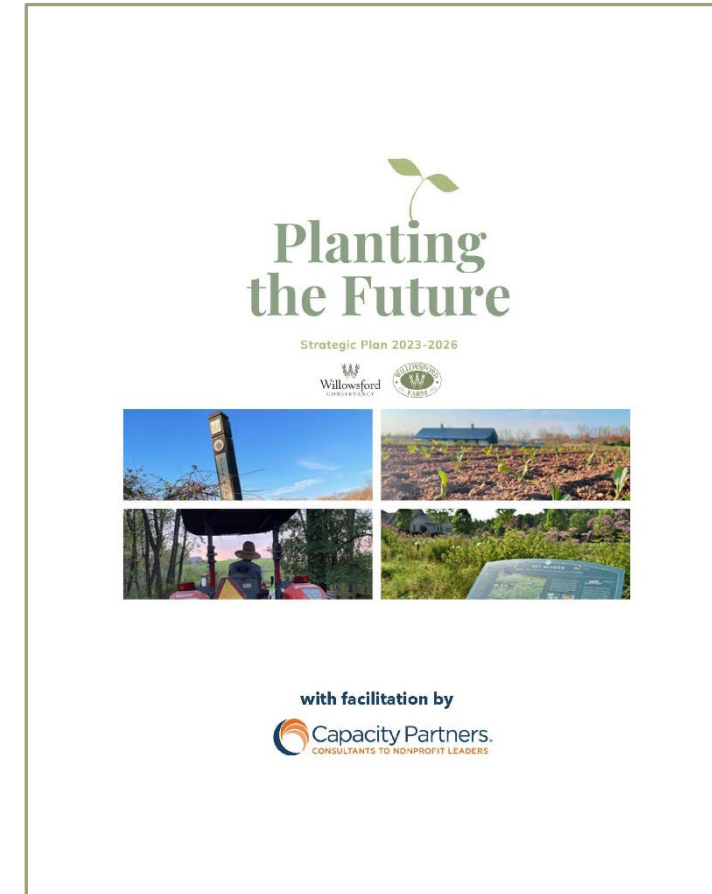


Zettle/Sales and Volunteers

- For upcoming Summer CSA pick up at Boat House (and occasionally Farm Stand), staff would like a small group of trusted volunteers to get trained on procedures and Zettle
- *Volunteers could open and close Boat House for pick ups & make sales (to fill in or support staff)*
- *GOAL – leverage volunteers for engagement & freeing up labor hours*
- *Requirement – complete background check and training, update internal lock*

Strategic Plan - Implementation

- March-May – Complete process for all five goals with BRIGHTER STRATEGIES
- Two hour meeting with small group on each goal
- Consider alignment with HOA Plan and Staff priorities



Dulles South Community Park - Park Amenity Layout

Key features and labels on the map include:

- Baseball Field
- Softball Field
- Soccer Field
- Basketball Court
- Playground
- Picnic Area
- Parking Lot
- Building
- Trail
- Water Feature
- Landscaping
- Lighting
- Signage
- Seating
- Storage
- Restrooms
- First Aid Station
- Security
- Accessibility
- Environmental
- Historical
- Cultural
- Educational
- Recreational
- Community
- Health
- Wellness
- Art
- Music
- Dance
- Theater
- Performing Arts
- Visual Arts
- Literary
- Media
- Technology
- Science
- Mathematics
- Language
- History
- Geography
- Environmental Science
- Health Science
- Life Science
- Physical Science
- Earth Science
- Astronomy
- Space Science
- Computer Science
- Engineering
- Design
- Architecture
- Interior Design
- Graphic Design
- Web Design
- Mobile App Development
- Game Development
- Software Development
- Hardware Development
- Robotics
- Artificial Intelligence
- Machine Learning
- Big Data
- Cloud Computing
- Cybersecurity
- Blockchain
- Cryptocurrency
- Quantum Computing
- Nanotechnology
- Biotechnology
- Genetics
- Immunology
- Microbiology
- Botany
- Zoology
- Marine Biology
- Ecology
- Evolutionary Biology
- Developmental Biology
- Physiology
- Cell Biology
- Molecular Biology
- Genomics
- Proteomics
- Metabolomics
- Systems Biology
- Bioinformatics
- Computational Biology
- Biomedical Engineering
- Healthcare
- Pharmaceuticals
- Medical Devices
- Health Insurance
- Healthcare Delivery
- Healthcare Policy
- Healthcare Economics
- Healthcare Law
- Healthcare Ethics
- Healthcare Communication
- Healthcare Management
- Healthcare Administration
- Healthcare Information Systems
- Healthcare Quality Improvement
- Healthcare Research
- Healthcare Innovation
- Healthcare Entrepreneurship
- Healthcare Leadership
- Healthcare Governance
- Healthcare Accountability
- Healthcare Transparency
- Healthcare Integrity
- Healthcare Honesty
- Healthcare Fairness
- Healthcare Justice
- Healthcare Equity
- Healthcare Inclusion
- Healthcare Diversity
- Healthcare Respect
- Healthcare Dignity
- Healthcare Compassion
- Healthcare Empathy
- Healthcare Kindness
- Healthcare Gentleness
- Healthcare Patience
- Healthcare Tolerance
- Healthcare Understanding
- Healthcare Forgiveness
- Healthcare Mercy
- Healthcare Grace
- Healthcare Peace
- Healthcare Harmony
- Healthcare Unity
- Healthcare Connection
- Healthcare Relationship
- Healthcare Community
- Healthcare Society
- Healthcare Nation
- Healthcare World
- Healthcare Universe
- Healthcare Everything
- Healthcare Nothing
- Healthcare Somewhere
- Healthcare Anywhere
- Healthcare Everywhere
- Healthcare Nowhere
- Healthcare Somewhere
- Healthcare Anywhere
- Healthcare Everywhere
- Healthcare Nowhere

Dulles North HS (#14)

HS - 14

- Planned Opening Fall 2028
- 350,000 +/- SF
- 2,100 student capacity
- Fields with lighting:
 - Stadium (Turf)
 - Turf Field
 - Baseball
 - Softball
 - Tennis
- On-site parking / Bus loop
- Perimeter Setback



Dominion – Wishing Star Substation

- Conservancy & HOA signed agreement with Dominion
 - Plantings on resident property and 3 feet into Conservancy open space
 - Plantings, where appropriate, on Conservancy land
 - Plantings, where appropriate, on Dominion land adjacent to Grange Loop Trail
- Avi and Taryn toured the site and Conservancy tree canopy is robust
 - There are some places where native evergreens can be added
 - Taryn will work with Dominion forestry team prior to HOA review

Staff Updates

- Sophie/Operations
- Andrew/Farm
- Taryn/Land
- Sarah/Programs & Volunteers

Operations Updates

- Business Manager position will go live next week
- Workers Comp Audit – tomorrow
- Audit – will start in late March
- World's Greatest TV Show – jointly with HOA
 - Bloomberg
 - Filming in June
 - We will get footage for promo & all b-roll
 - ~\$2k cost to Conservancy

FARM Highlights:

Repairs and maintenance

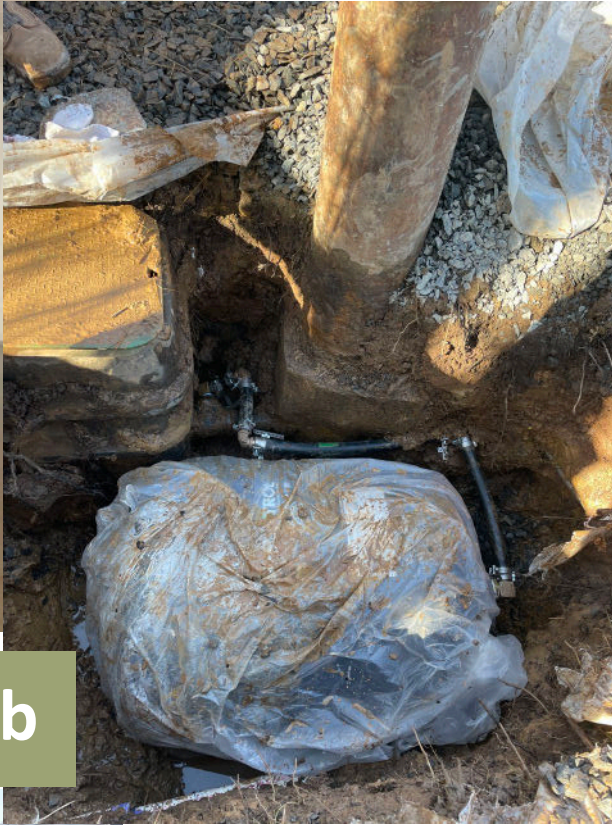
- Irrigation well – buried pressure tank sprang a leak
- Peach Orchard wells

Off-season egg and ala carte sales and deliveries started

Canvassing all 2,300+ Willowsford homes to invite residents to the farm table

Jr. Chef Academy at the farm

Interviews for Farmer position



Looking Back: Dec-Feb





Farm Highlights (continued)

- Received our Organic Certificate
- Egg donations to local fire departments after the holidays
- Facilities planning
- Cover crop photo (left) is from same vantage point as last board meeting



Sales Update

Share Type	2024 YTD	2023 Same Period
Custom	44	35
Summer/Winter	22	24
Farmer's Choice	35	62
Egg Shares	106	149
Flower Shares	13	21
Extended Eggs	84 (NEW!)	

Promo Codes

3% Code: 42 usage (expired 1/31)

\$50 Canvassing Code for Residents: 24 (expires 3/1)

Looking Back – First Quarter

Willowsford CONSERVANCY




The Grange Trails



The Grant Trails



The Grove Trails



The Greens Trails



- Deer Management Program Concluded
- Trail Survey Completed In All Villages
 - Native Plant Seeds Started
 - Firewood Operations Push
- Staff Development (Certifications & Conferences)
 - Resurfacing Trails & Cleaning Culverts
 - Updating the Trail App
 - Lightridge Renovations
- Wildlife Box Installations & Improvements
- Prescribed Burn Equipping & Training Prep
- Project Mapping & Trail Map Updates

Looking Ahead – Second Quarter



The upcoming items to know about:

- Spring brush hogging in all four villages
- Meadow projects are seeded
 - Several meadows will be harrowed for improved seed/soil contact
- Installation of a new bluebird trail in the Grant village
- Minor additional tree plantings to provide additional visual improvements to residents impacted in the southern Grange
- Irrigation installation for the NOVEC-Paddock Gate planting
- Native plant sales open up
- Cedar Pond Pavilion repairs and added security measures
- Banshee Reeks partnership events for cross-volunteer trainings
- Lightridge renovations to be completed (details on upcoming slides)

Program & Engagement Review: Dec 2023-Feb 2024



December

- HOA Winter Wonderland
- Tree Trimming

January

- Volunteer Appreciation
- Plant NOVA Natives Annual Meeting
- Starting selling eggs at the BH on Thursdays 11-1pm

February

- Guided Bird Walk
- Valentine's Day Nature Crafting
- Bluebird Monitor Training & Appreciation
- History of Willowsford Presentation

Upcoming Programs



March

- Let's Talk Trash (March 5th)
- Backyard Conservation (March 14th)
- Ecosystem Training & Volunteer Work Day (March 21st)
- Build-a-BirdBox (March 28th)
- Greenhouse Seeding (Every Tuesday)

April

- Collaborative Volunteer Work Day at Banshee Reeks (April 5th)
- Meet the Willowsford Chickens (April 5th)
- Solar Eclipse Viewing (April 8th)
- Raptors Up Close! (April 10th)
- Collaborative Volunteer Work Day at Willowsford (April 18th)
- Earth Day Celebration (April 19th)
- Amphibian Walk (April 27th)
- Greenhouse Seeding (Every Tuesday)

May

- Collaborative Volunteer Work Day at Banshee Reeks (May 16th)
- Farm Stand Opening (May 16th)
- Hiking Spree Kick off
- Collaborative Volunteer Work Day (May 18th)
- Greenhouse Seeding (Every Tuesday)

CapEx Updates

- Fleetwood Addition
- Prescribed Burn Equipment
- Lightridge
- Peach Orchard
- Packing Shed Coolers
- Existing Well and New Well (Filtration)

Land CapEx

- **Fleetwood Addition:**

Completed with team moved back into the space. Unbelievable what the small expansion provided in space.

- **Prescribed Burn Equipment:**

80% of the equipment has been purchased and the budget is on track to expectations. The rest of the equipment will be purchased in March. Staff training & certification in progress.

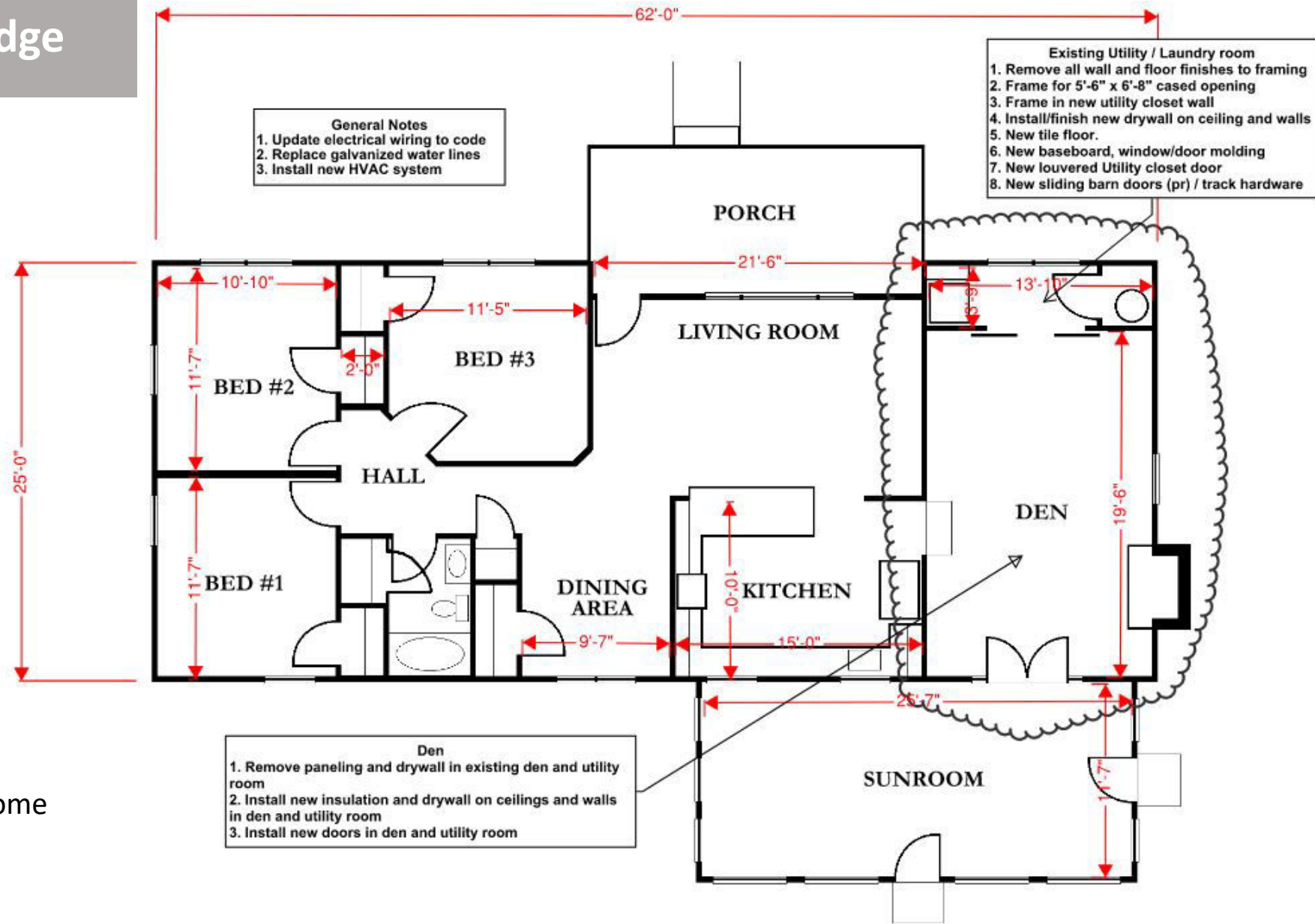


Land CapEx - Lightridge

- BLAD was recorded January 30, 2024 allowing project to reinitiate.
- The floor plan for Lightridge was reviewed again, allowing Sophie and the Strategic Plan to influence some designs to better meet our future goals.
- Project is currently being rebid (previous bids expired) and a final budget will be provided soon.
- Permitting is currently taking place and contractors will start work the second week of March.

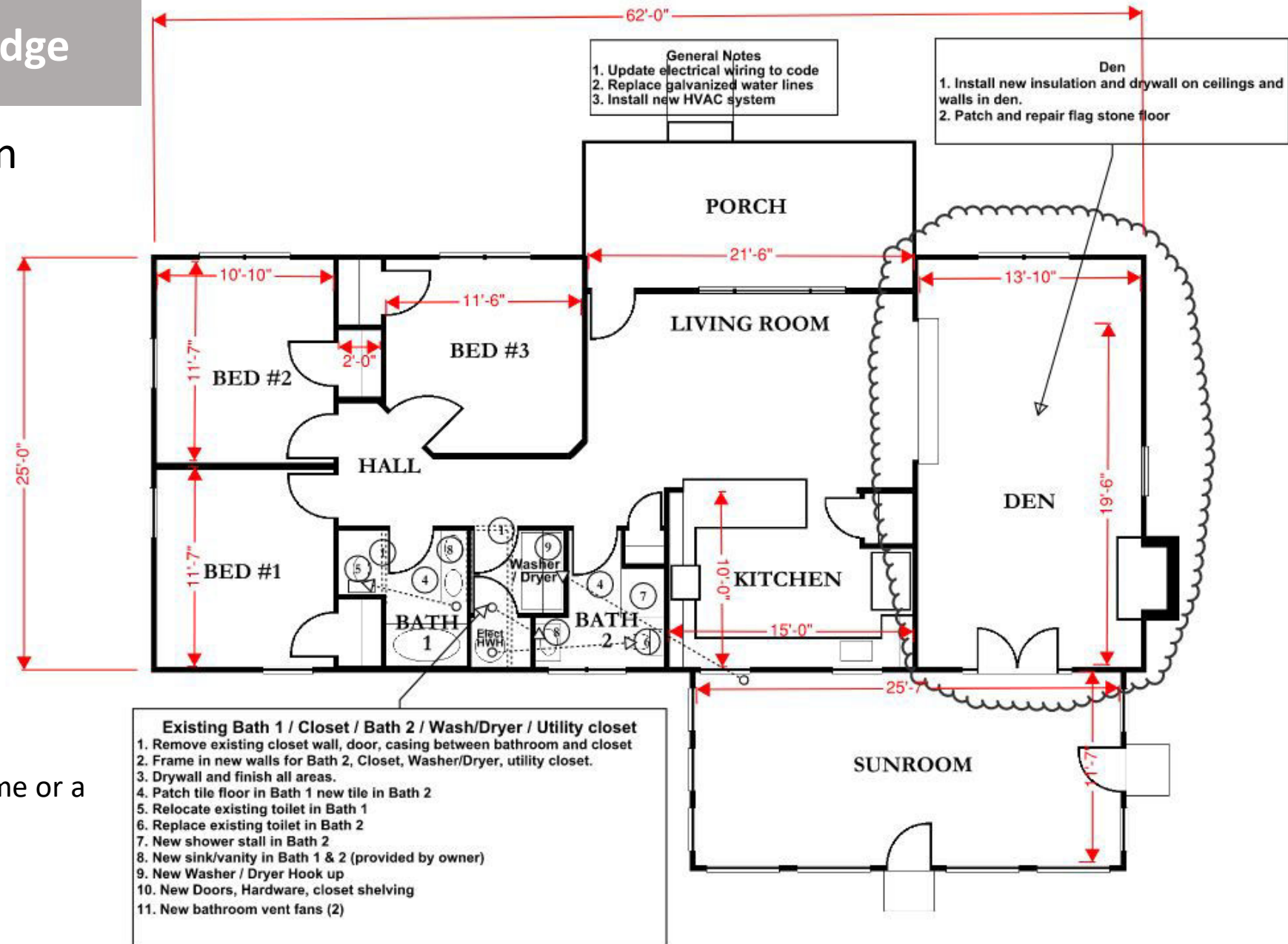


Old Floorplan



Designed as a single-family home

Updated Floorplan



Allows for a single-family home or a 3-person group dwelling.

A

FLOOR PLAN

SCALE: N.T.S.

Peach Orchard CapEx

- Zoning consultants completed review of Peach Orchard housing and found that one residence is allowed on each of the two parcels
- Existing house can be renovated into one SFD and temporary housing would need to be removed shortly after occupancy, or a new house could be constructed (existing house would have to be demolished)
- Brian is managing exploration of new construction vs renovation
- In addition, exploring manufactured housing as an option instead of new construction

Farm CapEx Updates

- New coolers installed and operational
 - Old coolers dismantled and sold
 - Plywood on wall behind cooler space replaced
- Packing shed well drilled and line installed to building
 - High turbidity, manganese, and iron will require filtration system

2023 Finance Update

- Net Operating Budget – over by \$77k
- Total approved budget did not include depreciation
- Approved budget had no net revenue after contribution to reserves
- Employee housing, professional fees were over. Payroll was under and revenue was less than projected
- CapEx - \$283k was approved - \$341k spent (includes tractor and contracted services)
- We spent more \$ on CapEx than planned, so Reserve contribution could not be made (plus Reserve Study needs to be updated)

FY2023 Performance Summary

	Actual	Budget	(Over)/Under Budget
Revenue			
4000 Revenue	1,987,747.59	1,911,118.97	76,628.62
PayPal sales	(54.46)		(54.46)
Total Revenue	\$1,987,693.13	\$1,911,118.97	\$ 76,574.16
Cost of Goods Sold			
5000 Cost of Goods Sold	102,423.72		102,423.72
5310 COGS - Layer Costs	24,393.77		24,393.77
5900 Seasonal Wages	15,548.55		15,548.55
Total Cost of Goods Sold	\$ 142,366.04	\$ -	\$ 142,366.04
Gross Profit	\$1,845,327.09	\$1,911,118.97	\$ (65,791.88)
Expenditures			
6100 Maintenance	207,677.00	179,388.00	28,289.00
6200 Land Stewardship	43,603.63	69,396.00	(25,792.37)
6300 Programs, Classes, Events	15,887.78	11,196.00	4,691.78
7000 Payroll and Benefits	1,077,004.00	1,183,584.00	(106,580.00)
7100 Employee Housing	36,071.15	7,896.00	28,175.15
7200 General & Administrative	53,593.69	37,812.00	15,781.69
7300 Professional Fees	191,777.16	120,132.00	71,645.16
7400 Travel & Staffing	28,711.87	41,247.00	(12,535.13)
7500 Marketing & Other Expenses	24,938.22	18,072.00	6,866.22
8000 Taxes	56,262.15	50,556.00	5,706.15
8100 Insurance	34,456.84	38,988.00	(4,531.16)
Total Expenditures	\$1,769,983.49	\$1,758,267.00	\$ 11,716.49
Net Operating Revenue	\$ 75,343.60	\$ 152,851.97	\$ (77,508.37)

FY2023 Performance Summary

Other Revenue			
8500 Investment & Interest Income	226,885.38		226,885.38
Other Miscellaneous Revenue	68,332.18		68,332.18
Total Other Revenue	\$ 295,217.56	\$ -	\$ 295,217.56
Other Expenditures			
8200 Depreciation	225,127.80		225,127.80
8410 Capital Expenditures	341,595.08	283,000.00	58,595.08
8420 Interest Expense	381.09		381.09
Total Other Expenditures	\$ 567,103.97	\$ 283,000.00	\$ 284,103.97
Net Other Revenue	\$ (271,886.41)	\$ (283,000.00)	\$ 11,113.59
Net Revenue	\$ (196,542.81)	\$ (130,148.03)	\$ (66,394.78)

A monarch butterfly with orange and black wings is perched on a cluster of small purple flowers. The background is a soft-focus green field of similar flowers.

Executive Session