



Board of Trustees Meeting – February 27, 2024 Meeting Minutes

Board members in attendance: In person at the Boat House: Claudette Papathanasopoulos, Chase Rowan, Greg Licamele, Karyn Moreland. Via Zoom: Avi Sareen, Jake Virag

Staff members in attendance: Andrew Dunham (by zoom), Sam Adams (by zoom), Andrew Richardson (by zoom), Sarah Uhrig, Taryn McFarland, Sophie Lambert (by zoom), Brian Keating (by zoom)

Several members of the public were in attendance.

The meeting was called to order at 5:35 pm. Chase made a motion to approve the agenda, seconded by Karyn and approved by all. Greg made a motion to approve the meeting minutes from the Nov. 28, 2023, meeting. Seconded by Karyn and approved by all.

Public Comment

Fred gave an update on how he and Frank Blackstone represented Willowsford (Fred for HOA and Frank for Conservancy on our behalf) at the Planning Commission meeting on Monday, Feb. xx. This is a good example of the HOA and Conservancy collaborating on an issue. They shared objections to the proposed high school design – after we sent a letter the LCPS staff declined to discuss a Tree Conservation Easement, fencing, and sports field lights with us. The Little River District Planning Commissioner was really helpful asking good questions and making a motion to resolve the outstanding issues with Willowsford. School was sent to Work Session by a 5-3-1 vote (one commissioner was absent). This was a notable step that gives us a chance to make these requests with the LCPS.

Fred also shared an update on the HOA's Strategic Plan. They are taking this year to work on budget planning for the various items so that next year they can implement the priorities. There will be some key decisions about which goals/projects to fund and pursue first. Fred is eager to see how we implement our plan.

Old Business

Chase shared that he has not yet drafted a governing document for the Advisory Committee, but that he will do so shortly. The board and staff discussed that the two highest priorities for standing up the Advisory Committee were land use and zoning issues especially if we can find a couple individuals with local expertise and then fundraising. It was agreed that these two requests would be shared with the community soon for interest.

Sophie shared that the Employee Manual just has two items for consideration by the Board in addition to some changes to language tone and then adding or removing detail to make it helpful for staff. Staff propose that personal days, which have caused some confusion for staff, be replaced by Sick Leave. It will expire at the end of each year. The former personal days would combine with our PTO policy, but we will have language about giving notice to request leave and supervisors having the option to cap how many staff are out at one time during the busy season. There was discussion about that the date range is for

the busy season – April to October or May to October. Staff will finalize in the manual and send to the Board for approval in March.

New Business

Two properties have fences encroaching on Conservancy open space. The owners have both received notice from the HOA review body and requested to be grandfathered. The Conservancy declined concerned that this would set a precedent. A couple ideas for how to proceed were discussed, but we will need to check with legal counsel to make sure we can proceed.

Staff requested consideration for a small group of key volunteers getting trained to run CSA pick and farm stand sales at both the Boat House and Farm Stand. Staff would like to have this in place before the mid-May summer share starts up. The trained volunteer would always have a second volunteer with them and would complete training on our point-of-sale machine, handling cash, and opening and closing up the buildings. The Board was in favor of the concept, but asked for consideration of an application process and a proposal of how it would work for final approval in March.

Staff ran through the various projects being proposed around Willowsford, including Dulles South Community Park, HS-14 (Dulles North High School) and then two projects underway – Dominion Wishing Star and NOVEC Paddock Gate.

Staff Updates

Andrew gave an update on the Farm for December through February. He shared that the team has made egg donations to the local fire station and that there has been progress on cover cropping and improved soil health. Jr Chef Academy was a great collaboration with Chef Emily and just wrapped up. CSA sales have been progressing close to the stretch goal set outside of the budget – this is mostly due to the canvassing effort which just wrapped up and the increase in interest in Custom Shares. Andrew answered a question about the old well, which will soon be covered.

Taryn shared an update on how the deer management program wrapped up as well as other projects underway by the team, including trail survey work, updates to the Trail App, and adding irrigation to the Native Plants Greenhouse. Looking ahead, the team will start brush hogging and seeding meadows in March and selling native plants in April both online and in person. Taryn answered questions about Cedar Pond Pavilion security and future repairs and Beaver Dam Pond.

Sarah updated the board on recent volunteer activities, including an upcoming partnership with Banshee Reeks Nature Preserve, and programs and events held in the last quarter (Winter Wonderland, Guided Bird Walk, Volunteer Appreciation Event), and how Summer Camp will not take place in the same way this year due to the lack of necessary infrastructure at the Farm, such as public bathrooms and places for the kids to rest and get cool. She shared the progress on Let's Talk Trash which is coming up.

Sophie shared that the Strategic Planning Implementation Process will start this quarter focusing first on the Operational Efficiencies goal with a consultant. She also shared that the Conservancy will be part of the tv show – World's Greatest with the HOA.

CapEx

Taryn gave an update on the completed addition to the Fleetwood Barn and the big impact it has had on their workspace. A revised floorplan was shared for Lightridge, so that the tenant house can have 2 bathrooms instead of 1.5 bathrooms and to open up the den to the living room to ensure more flexibility going forward. The board was supportive on this change.

Peach Orchard will be a second half of the year project – staff are still determining costs on three potential options.

All prescribed burn equipment has been purchased and staff will complete a training in the spring. Wet Meadow will not be burned this spring, but maybe in the Fall.

The cooling enclosure is fully operational at the Packing Shed and the new well has come online. There is a need for a water filtration system due to some turbidity and minerals. Andrew has received one quote and will seek another.

Financial Report

Sophie reviewed the FY23 budget and how the year closed out, including where the budget was under budget and the few places where the budget was over budget. Considering 2023 was a year of transition, there are areas to learn from and improve in 2024. The Finance Committee also shared how the FY24 budget is progressing year to date.

Executive Session

The board retired to Executive Session and the meeting ended at 9:17 pm.