Willowsford
CONSERVANCY

Board of Trustees Meeting

November 5, 2026

5:30 to 7:30 PM

Sycamore House &
Zoom

Agenda

- Executive Session
- Welcome & Public Comments
- Board Business
- Old Business
- New Business
- Finance Committee Update

Opening & Board Business

- Public Comment
  - *Three minutes per speaker*
- Approval of 9/15/26 Meeting Minutes
- Approval of Agenda

Old Business

- Conservancy 2027 Budget
- Introduction of New Staff
- Strategic Plan Update

2027 Budget Guiding Principles

- **Focus on Our Core Mission** – Prioritize resources that directly support our mission and responsibilities.
- **Maintain Financial Sustainability** – Balance current needs with long-term financial stability.
- **Manage Costs Responsibly –** Control expenses while accounting for increases in health insurance, cost of living, fuel, utilities, insurance, and cost of goods.
- **Diversify Funding Sources** – Pursue grants, partnerships, sponsorships, and in-kind support.
- **Plan Carefully for Capital & Reserve Needs** – Consider Reserve Study priorities and evaluate need, timing, alternatives, and funding before committing to capital projects.

Conservancy 2027 Budget

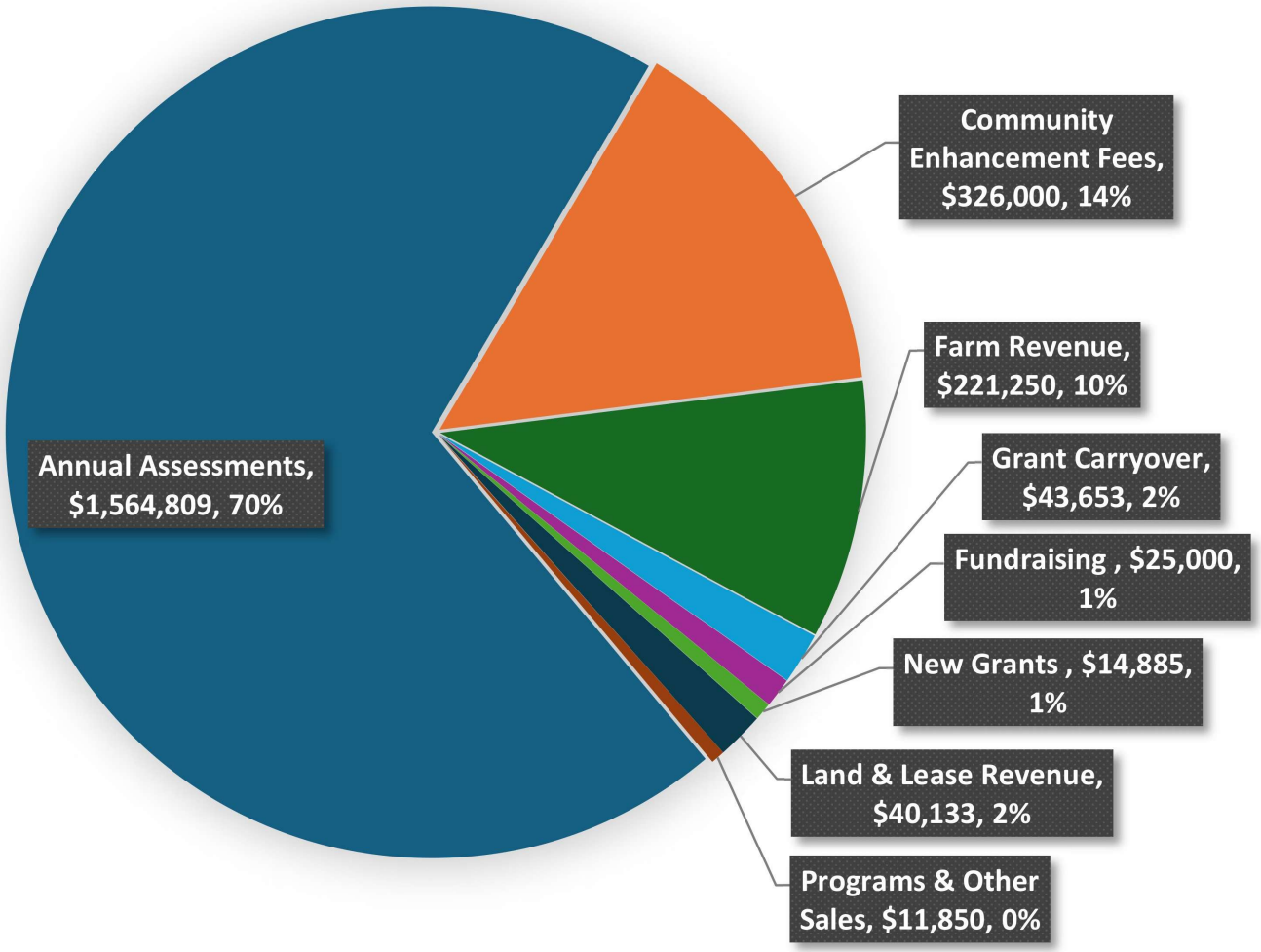
Proposed assessment increase:

Conservancy Assessment	2026	Proposed 2027	$ Increase	% Increase
Quarterly (per household)	$161.99	$167.97	**$5.98**	3.69%
Annually (per household)	$647.95	$671.88	**$23.93**	3.69%

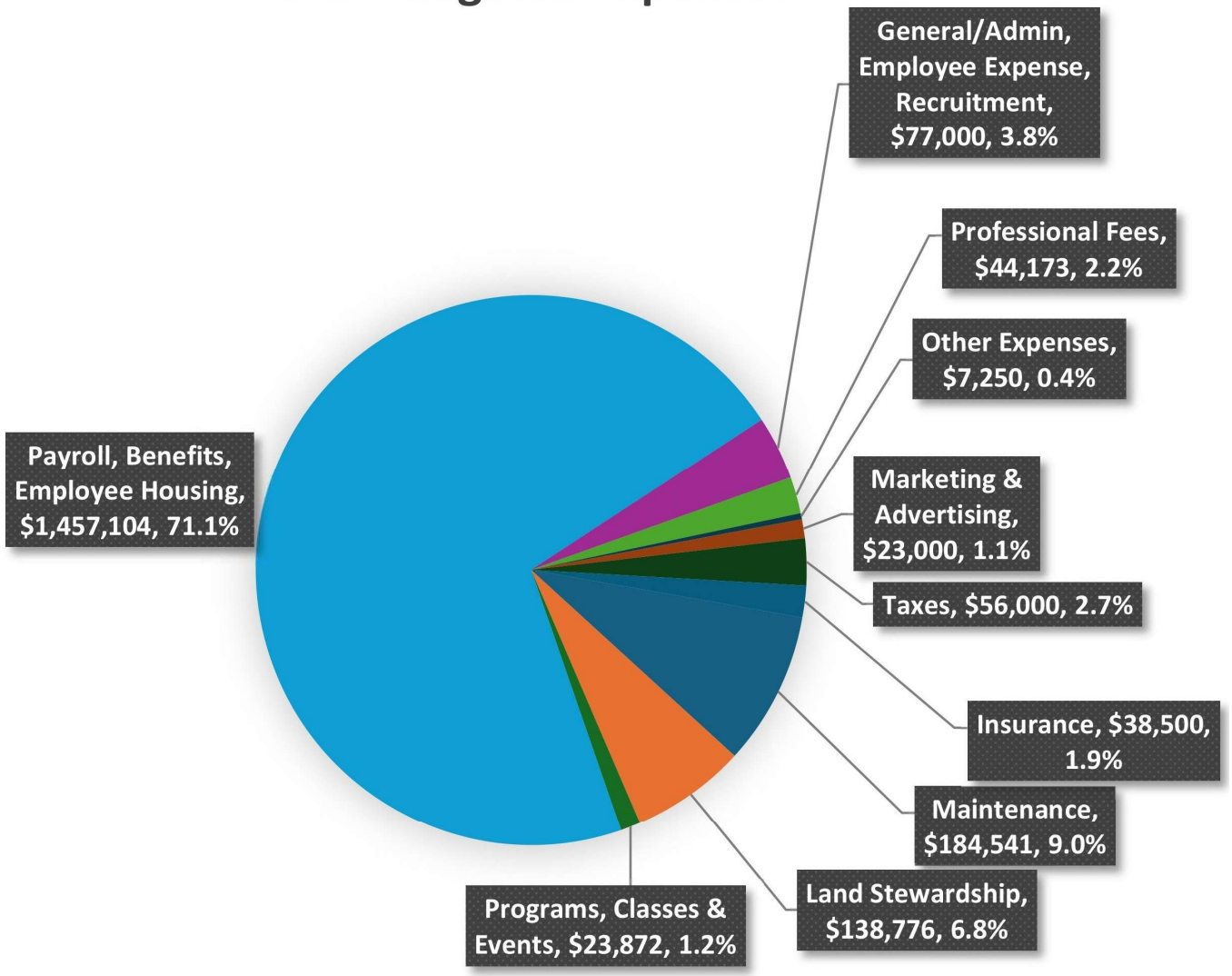
Willowsford Conservancy Draft 2027 Budget Summary

October 27, 2026 (Draft Subject to Change)				
	2026	**2027**	**Annual Assessment Increase**	**Percent Increase**
Assessment / Household per Year	$647.95	671.88	$23.93	3.69%
Assessment / Household per Qtr	$161.99	167.97	$5.98	3.69%
Total Assessments	**1,509,076**	**1,564,809**	**$55,733**	**3.69%**
Significant Pluses/(Minuses) to Assessment Increase				**Comments**
Increase in Community Enhancement Fees			($8,000)	Project 2027 total is equal to 2025 Actuals
Use of Prior Year Grants — NOVEC & ADF			($32,000)	2027 is final year of both grants
New Grant Revenue			($10,000)	Conservation focused grant expected (not LIRA/IPSMP)
Inability to Brush Hog in House			$30,000	Need to outsource in 2027
Expanding Farm Offerings to include Pick Your Own			$10,000	New offering based on survey feedback
Labor & Benefits			$67,300	10% insurance premium increase + 2.5% COLA increase
Reduction in Farm Payroll			($27,000)	Reenvisioning staffing roles & Q1 vacancies
Full-Time Seasonal Trail Technician			$21,000	Hope to secure grant funds or donations to extend
Land Stewardship Maintenance			$11,400	Increase in Tree work orders
Additional Security Cameras			$2,500	New cameras & subscriptions (Farm & Land)
Increase to Reserve Funds (Cap Ex, R&R, Cash Reserve, Endowment)			$0	Any 2026 Surplus will be added to Reserve Funds (primarily Repair and Replacement Reserve)
Everything Else			($9,467)	
Total Increase in Assessments			**$55,733**	
Number of Households per HOA		2,329		

2027 Budgeted Revenue



2027 Budgeted Expenses



Conservancy 2027 Budget

- Discussion & Questions

- *Action: Motion to Approve 2027 Budget*

Introducing New Staff

Kayla Cross started in October as our Land Stewardship Manager

Experience in invasive plant management and habitat restoration, people management, budget management, etc.,

Introduce New Staff

Deb Dramby has been supporting us since Farm Manager left and recently joined us as our Part-Time Interim Farm Manager

Worked at Farm Stand and events for last few years and has many years of farming experience including in first year of WSF

Strategic Plan Update

- CAC Working Group and board members (Gail, Leah, and Karyn) will work with staff on developing 2027-31 Strategic Plan
- Timeline:
  - Nov-Dec-Jan: Finalize Strategic Plan Scope & Project Plan; assess implementation success against existing 2023-26 plan, plan and hold focus groups
  - Jan-Feb: Hold board/staff retreat (with facilitator), seek pro bono On Demand assistance for key questions
  - March: complete draft for feedback, revise plan
  - Spring: adopt updated strategic plan

New Business

- Community Advisory Committee
  - Update from CAC Liaison (Karyn Moreland)
  - Slate of Candidates for One-Year Term (November 2026-27)
- 2027 Conservancy Board Meeting Dates
- IPSMP Grant – Site Consideration for 2027

Community Advisory Committee

- **Update from CAC Liaison (Karyn Moreland)**

- **Slate of Candidates for One-Year Term (November 2026-27)**
  - No applicants for two open seats
  - Nine members from CAC would like to serve a second one-year term
  - *Action needed: Motion to approve slate of candidates*

2027 Conservancy Board Meeting Dates

Potential dates to consider:

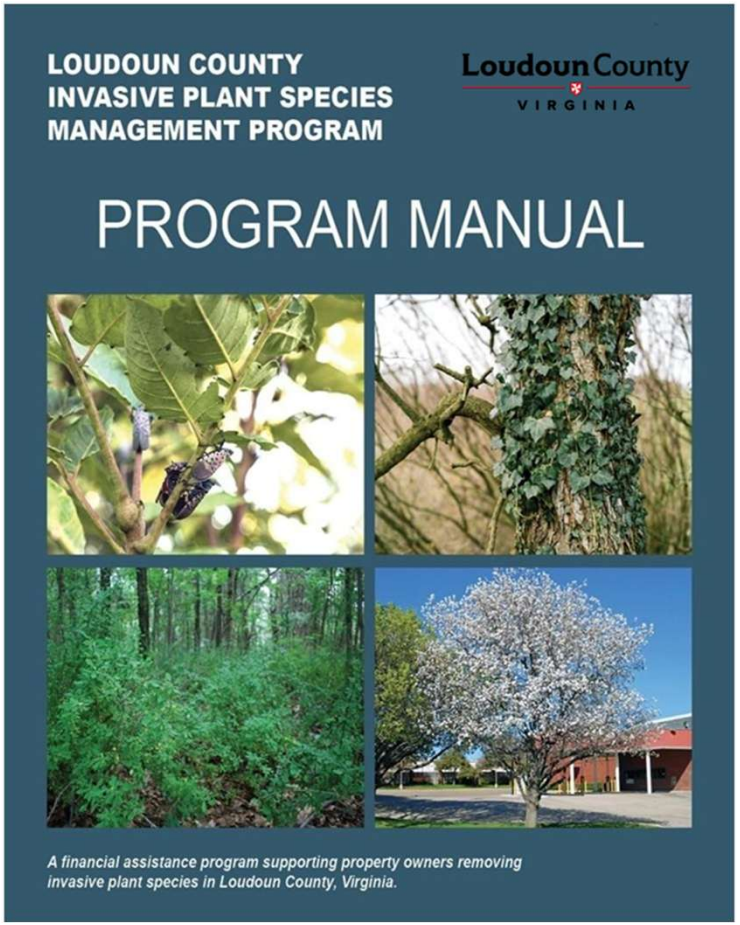
- January 26
- March 29 or April 5 *(March 29 is week after LCPS Spring Break)*
- May 12 – Joint Board Meeting *(tentative)*
- June 28
- September 14
- October 13 – Joint Board Meeting *(tentative)*
- November 4 *(Thursday due to state election on 11/2)*

IPSMP Grant Update

- Initial control phase (Year 1) treatment at three sites in The Grant substantively complete
  - Three years of maintenance/monitoring required
  - Land Stewardship team inspected site with county rep

IPSMP Grant Update

- Spring 2027: Next round of Grant Proposal Submissions expected to open
- May be new/updated guidelines to review after their evaluation period (currently underway)
- We shared feedback that entities like the Conservancy should be able to apply for funds to cover work performed in-house



2027 Site Consideration

Cedar Pond Wooded Area

- Project placement: high visibility site including pond and pavilion
- Site: Parking area, entrance area, and ~3.5 acres around pond
- Other benefits: safety and greater visibility for trail users, broaden educational use, better access to pond, and improved wildlife habitat
- No need for planting; revegetation would support current tree canopy

Finance Committee Update

- Q3 Balance Sheet posted in Document Center
- Remaining Financials will be presented at first meeting in 2027
- 990 Filing Update

Adjourn for Executive Session