

First Draft Minutes for Approval
Waterford Citizen's Association - Regular Meeting, 2nd Quarter 2016

The second quarter regular meeting of the Waterford Citizen's Association (WCA) was held Thursday May 26, 2016, at 7:00 pm at the Old School. The meeting was chaired by Wendy Roseberry, WCA President. The meeting attendance list is noted below.

Agenda. The meeting Agenda was distributed (attached). Jill Beach made a motion to approve it; the motion was seconded by Kathleen Hughes, and the Agenda was approved.

New members. The Chair and meeting participants welcomed new WCA member Andy Levine, who moved recently to Bond Street along with his wife Carol and children Lily and Reuben.

Announcements.

- The Chair welcomed Stephanie Thompson, President of the Waterford Foundation (WF), who along with Margaret Good made several announcements: The WF survey is open until Friday May 27 at 11pm, and all are encouraged to complete it. The WF is working on installation of a Knox Box system of keys for the historic buildings. The WF is looking for an administrative assistant for 15 to 20 hours per week, anyone interested should contact Stephanie. An RFP for restoration of the Mill has been issued and it is hoped that work may begin prior to the October 2016 Fair. More "Miss Nickens" volunteers are needed to help Judy Jackson with the Second St. School program.
- The Chair introduced Tracy Kirkman, the Waterford Fair Director, who asked for volunteers for the fair in several areas: a beer coordinator, cash registers, and ad placement for the Fair booklet.
- Greystones Pool is opening on Saturday May 28, with a cookout and fundraiser, and new members are sought. There is a \$20 discount for anyone who signs up before June 15.
- The "Shake, Rattle and Roll" cabaret, hosted by Stage Coach Theater, will be held at the Old School on Saturday June 4, doors opening at 7:00 pm and show starting at 7:30 pm, with proceeds to benefit the Waterford Foundation.

Previous meeting Minutes. Kathleen Hughes made a motion to approved the Minutes of the previous (Jan 28, 2016) WCA meeting as presented. The motion was seconded by Connie Eaton and the Minutes were approved.

Nominating Committee. The Chair called for nominations to the 2017 Officers' Nominating Committee, explaining that per WCA bylaws the Committee would have approximately three months to develop a slate for WCA Officer candidates to be announced to the 3rd Quarter regular meeting. Voting for 2017 WCA Officers would be held at the 4th Quarter regular meeting. Kathie Ratcliffe nominated Judy Jackson; Connie Eaton nominated Kathleen Hughes;

and Kathleen Hughes nominated Jill Beach. Jeff Bean made a motion to accept the nomination of Judy Jackson, Kathleen Hughes, and Jill Beach to the 2017 WCA Officer Nominating Committee. Sharyn Franck seconded the motion, the motion was passed and the Nominating Committee was duly formed.

Bylaws. The Chair introduced Meredith Imwalle to speak on behalf of the Bylaws Committee, formed at the 1st Quarter regular meeting. The Committee includes Kathie and Nick Ratcliffe, Phil Paschall, Skip Couser, chaired by Meredith Imwalle. Giving as context the requests that she and fellow Election Officer Neil Hughes had received during the 2016 WCA Officers election for greater flexibility on voting given busy schedules, Meredith walked through a proposal developed by the Committee for a change to the WCA Bylaws to allow for absentee voting for WCA officers (draft text attached). Among the proposed changes: only one vote would be allowed per person (rather than the current possibility for the same person to vote as an individual and as a business); voting age would be increased from the current 15 years to 18 years; and absentee voting for Officers would be allowed, based on clearly-defined conditions. In follow-up questions it was noted that the Committee had considered proxy voting, however, they believed proxies were designed for use by for-profit corporations (the WCA is a non-profit, non-stock corporation). The Committee, membership in which remains open, will hold one last meeting. A discussion and vote will be called on the changes in the Bylaws at the 3rd Quarter regular WCA meeting.

Committee reports. Chairs of the above Committees reported as follows (attached are the brief reports for each Committee, along with year-to-day financial results made available at the meeting).

- **Traffic.** Mary Sheehan, Chair of the Traffic Committee, reported on three ongoing Committee priorities: (i) coordinating with the County launching of a traffic speed and volume study, which will be considered at the June 23 Board of Supervisors meeting (provided approved, the study would be implemented thereafter); (ii) a set of ongoing and planned consultation meetings with village and other stakeholders on the Committee's evolving recommendations for an Action Plan to reduce traffic volume in the village (focused on restricting commuter traffic, attracting traffic to alternative routes, and coordinating regionally to enhance political clout for traffic management in rural Western Loudoun); and (iii) collaborating with partners in the County on a Rural Roads and Historic Villages Workshop to be held this Fall. In response to several questions the following points were made and/or clarified:
 - Jeff Bean asked whether the planned study would address source and destination of commuter traffic. Our informal July 2015 traffic study identified the primary source/destination flows of commuter traffic (primarily from/to the Milltown Rd-Clarks Gap route through the village) and Mary will summarize this information and put it on the WCA website; she also confirmed the planned VDOT speed and volume study will aim to assess this volume and source/destination data.
 - Kathie Ratcliffe asked about specific traffic restriction and alternative route options being considered. The Traffic Committee has identified such specific interventions used in other villages, cities and states; all WCA members encouraged to join in one of the planned traffic

consultation meetings to learn more and provide their views, and to watch for a coming survey with questions on traffic-related issues. A specific traffic-options related WCA meeting will also be called later in the year prior to finalizing the draft Traffic Action Plan.

- Kathleen Hughes recounted her participation in Chair Randall's State of the County meeting, and a meeting on the Loudoun Transition Area, noting that there are 30,000 houses approved in the pipeline for the County, and though the sense is that the Board will not approve more in the near term (Loudoun is nearing "built-out" status), due to pressure from developers increased focus on preservation particularly for Western Loudoun is needed and traffic will be a key part of this effort.
 - Mary Sue Couser spoke of heavy truck traffic continuing to traverse the village. Wendy asked that anyone seeing such incidents should photograph them and/or take the company name/plate numbers; she contacts the companies and sends a list to the Loudoun Sheriff's office for follow up.
 - Margaret Good asked about GPS, Mapquest and other systems and whether we could work with them to ensure Waterford's traffic restrictions are noted. We have learned of many new and existing computer and phone applications designed to help commuters short-circuit busy thoroughfare; unfortunately, it has become a problem for residential communities nationally. We are working on dialogue with these companies as part of our Action Plan.
- **Preservation.** Meredith Imwalle, Chair of the Preservation Committee, reported on efforts to develop a Historic Road Overlay District that would contribute to our efforts to work with VDOT and the County to manage particularly commuter traffic through Waterford. She had learned that Old Waterford and Old Wheatland were both historic footpaths before being roads.
 - **Beautification.** Sharyn Franck reported for Beautification Committee Chair Nick Ratcliffe on the successful Keep Loudoun Beautiful Clean-up, and on planting of trees and shrubs on the Village Green; on his behalf she thanked the substantial efforts of numerous volunteers.
 - **Special Events.** Sharyn Franck reported for Ann Belland, Chair of the Special Events Committee, on preparations for the Fourth of July celebration. She thanked members and others for generous contributions to the fireworks, now fully funded. She, Judy Jackson and others noted the need for volunteers for a variety of tasks needed to put on this key village event. Kathleen Hughes, Mary Sheehan and several others noted that it would be helpful to have in the near term a list of July Fourth Event tasks so that volunteers could sign up to help and organize their time. Jeff Bean volunteered to consult with a musical group he is associated with regarding their availability to play at the event.
 - **Budget.** WCA Treasurer Edith Crockett reported on the 2016 financial picture, noting that membership was down compared to last year leaving a gap in WCA finances (see Membership, below). On the other hand, Wendy had identified savings in the WCA insurance costs. Edith also noted that the Officers were conducting a financial review to recommend consistent budget and allocation principles and examine the best way to

ensure internal audit of WCA accounts, and this, along with status of 2016 finances, would be reported on in the 3rd Quarter WCA meeting.

- **Cemetery.** Paul Rose, Chair of the Cemetery Committee, reported on a Memorial Day Weekend Clean up of the Cemetery, Saturday May 28 at 10:30 am. All WCA members are invited to join, and go pay respects and clean up the grave sites of the Waterford residents who built their houses and our village. Paul has clean up materials, just wear anti-tick gear (boots and long pants).
- **Membership.** Ed Lehman, Chair of the Membership Committee, reported that on the order of 50 members from 2015 have not yet renewed membership this year. He is contacting a share of these members by phone to understand if they have forgotten or if there is a deeper concern. He will work with the WCA Officers and Board to ensure renewals are increased and the financial picture of the WCA improved by 3rd Quarter.

New Business. There were no particular new business items raised. The 3rd Quarter regular WCA meeting will be scheduled for some time around the month of September.

Adjournment. The meeting was adjourned at 8:30 pm.

WCA members present: Jill Beach; Jeff Bean; Edith Crockett; Mary Sue Couser; Skip Couser; Connie Eaton; Sharyn Franck; Tim Glidden; Margaret Good; Kathleen Hughes; Neil Hughes; Meredith Imwalle (and Lucian); Bob Jackson; Judy Jackson; Tracy Kirkman; Linda Landreth; Ed Lehman; Andy Levine; Kathie Ratcliffe; Paul Rose; Wendy Roseberry; Mary Sheehan; Stephanie Thompson; Brian Whelan

Mary Sheehan, Secretary, May 27, 2016