

Minutes
Waterford Citizen's Association - Regular Meeting, 1st Quarter 2017

The first quarter regular meeting of the Waterford Citizen's Association (WCA) was held Thursday January 26, 2017, 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. Kathleen Hughes made a motion to approve it; the motion was seconded by Neil Hughes, and the Agenda was approved.

New members and visitors. The Chair and meeting participants welcomed new WCA member Emily Houston, who has joined the Traffic Committee (and is also a member of the Loudoun Preservation Coalition's Rural Roads Committee).

The Chair introduced Sheriff's Office Community Liaison Deputies Victor dePeto and Matt Moats. Deputy dePeto made a brief presentation on the Sheriff's Office and its new Western Loudoun location in Round Hill, noting that he and Deputy Moats were sharing duties in Western Loudoun. They encouraged village residents to attend a community meeting at the Round Hill facility on Wednesday, February 8.

Announcements. There were no announcements.

Previous meeting Minutes. Ed Lehmann made a motion to approve the Minutes of the 3rd and 4th Quarter WCA Regular Meetings (dated September 30, 2016 and December 20, 2016) as presented. The motion was seconded by Bob Jackson and the 3rd and 4th Quarter Meeting Minutes were approved.

Old Business.

Wendy Roseberry outlined the County's Strategic Planning exercise "[Envision Loudoun](#)" and introduced the idea that Waterford carry out its own "Envision Waterford" process during the coming year. She circulated a handout (attached) on the planned approach for this forward-looking process, that was based not only on recent consultations with village residents but also on the 1987 Waterford Area Management Plan (WAMP) and the subsequent planning efforts over the years. She recalled the three priorities for 2016 (traffic reduction, building relations between the WF and the WCA, and initiating events-related revenue generation), and reviewed the progress made in each. Building on these developments, she proposed the 2017 WCA priorities to be traffic reduction, developing "light tourism" (defined in the handout attachment), and increasing the number of annual events, with the goal of becoming a Loudoun County "signature project." In order to achieve this, she outlined a proposed a process for consultation on redefining the WCA's committees to meet the goals of this evolution, specifically suggesting four thematic areas into which our strategic priorities would fall: events; communication and outreach; infrastructure; and finance (see handout). She noted that each of the four WCA officers had agreed to serve as the point person for one of the themes (Sharyn

Franck on events; Wendy Roseberry on communications and outreach; Mary Sheehan on infrastructure; and Edith Crockett on finance). She suggested that each officer would convene a meeting with interested WCA members to brainstorm on needs, priorities and 2017 activities, and agree on recommendation of committees and chairs on this basis.

Skip Couser asked about the relationship between officers and chairs of committees. Wendy clarified that the intention is for officers to coordinate and liaise on the thematic issue, and that the role of committee chairs would not change.

David Douthett asked about the cemetery maintenance efforts not being considered a formal WCA committee. Linda Landreth provided an interesting summary of the background of careful and dedicated work over the last 30 years to repair and refurbish Waterford's cemeteries. It was clarified that while the cemeteries have been supported by a private benefactor, the WCA is committed to the cemeteries but that it was not necessary for this work to be done as part of a standing committee.

Mary asked about timing for the thematic meetings. It was agreed these should be held, and recommendations for any changes or additions to committees and chairs, by the Q2 WCA meeting.

Committee reports.

Beautification. Nick Ratcliffe provided a handout (attached) and reported that the village green swale had nearly been completed, and expressed thanks to the County for supporting and funding this long-term and innovative effort. The swale is the first instance in the village (perhaps in the County) of VDOT contractors using historically-consistent design and materials for road infrastructure. The challenge going forward will be to ensure the spot is not used for parking, in particular because the WCA not VDOT will be responsible for its maintenance.

Nick reviewed the work done to date to address the paving and drainage issues in the village, based on a report to VDOT (dated Sept. 16, 2016 and available on the WCA website) carried out at the request of the village. The report concluded that the elevation of the road surface was in part due to incrementally added layers of asphalt but that in aggregate it did not entirely cause the present drainage problems. The poor drainage contributes to a shorter life span for the paving and this in conjunction with a poor sub-base has caused the problems with maintenance of the road surfaces. The report called for solutions ranging from (1) complete stripping, lowering the elevation and reconstruction of the base to (3) stripping the last layer and repaving with no change in road level elevation. Following the decision that the simplest option (3) would be followed, Nick and the beautification committee were planning to discuss with residents on a street-by-street basis next steps for their residences to address specific drainage issues, which VDOT has agreed to support given the critical role delayed maintenance has played in road integrity. A key focus for the near term will be seeking agreement between VDOT, the County and the village on roles and responsibilities for drainage going forward. Nick will meet with Supervisor Geary Higgins and others on this issue in February.

Traffic. Mary Sheehan reported briefly on traffic, noting there was little in the way of new updates since the WCA had met only one month earlier and had had a full discussion of traffic issues. The County had informed us that we could expect results of the speed and volume study sometime in early Spring.

Preservation. Meredith Imwalle provided an update on preparation of a Historic Roads District Overlay to protect Waterford's village roads as an integral part of the historic nature of the village. She would be discussing this proposal with Supervisor Higgins and others in February.

Waterford Foundation. Before turning to the budget, the Chair gave the floor to Stephanie Thompson to share Waterford Foundation news. Stephanie reported that the Foundation's [newsletter](#) would be sent shortly and that it provided an update on strategic planning priorities, including the heritage craft school and other topics.

Budget. Edith presented the end of year 2016 financial statements and the proposed 2017 budget. There was a subsequent discussion of restricted budget categories, particularly regarding the July Fourth fireworks and tree planting, and the size of the planned 2017 budget.

Christy Hertel observed that the PTO could be called upon to help support the fireworks fundraising, which has been a challenge each year.

Ed Lehmann noted the practical matter of the deadline for making the down-payment for fireworks, March 31, 2017.

Stephanie Thompson volunteered to lead the fundraising effort for the fireworks. However, she noted that she believed the fireworks needed a formal institutional sponsor, and suggested that this should be the WCA, representing the village residents and community. She noted the policy regarding not financing of the fireworks adopted previously by the WCA did not preclude the WCA making some contribution to fireworks providing the bulk of funds had been raised from private donors (referring to wording in the September 2014 minutes). Therefore, she suggested that the WCA contribute the cost of the County permit for fireworks (this year \$210), which would provide the required sponsorship framework to raise the funding privately. There was a discussion about the funding of fireworks as a restricted item, and the pros and cons of the WCA sponsorship of the event. At its conclusion, Bob Jackson made a motion that the WCA support out of general revenues the cost of paying for the County permit. Meredith Imwalle seconded the motion and it was agreed that the 2017 fireworks permit would be funded out of WCA general revenues.

Nick Ratcliffe noted that his understanding had been that the Beautification Committee had been granted a two-year allocation for tree planting. He was disappointed therefore that unspent funds were not "rolled over." He felt the committee 2017 budget envelope was lacking \$250 for tree planting, plus \$300 to pay for half of public-space mowing (shared with the Waterford Foundation). There was a discussion about budgeting norms and procedures,

with the reminder that regardless of multi-year needs and programs, actual financial budgets could only be made for a one-year period. However, it was agreed that the tree planting and mowing were important priorities. Bob Jackson proposed that \$550 be added to the 2017 Beautification Committee budget, Kathleen Hughes seconded it, and the motion was passed.

Meredith Imwalle made a motion to add \$100 for Easter for children's baskets and Stephanie Thompson seconded it.

Tom Edmonds raised the issue of 2017 revenue projections, suggesting they seemed a low-case scenario. He made the case that the WCA should strive for optimistic revenues, particularly given that the cash position of the organization is strong and any eventual gap between planned and actual revenues could be compensated. There was a discussion of the merits of this point. Bob Jackson made a motion to increase the 2017 budgeted revenues from \$1,800 for the food stand to \$2,750; Mary Sheehan seconded it, and the 2017 budget was so amended.

Kathleen Hughes moved to approve the 2017 budget as amended, Bob Jackson seconded the motion, and the 2017 budget as amended was approved.

New Business. There were no new business items on the agenda.

Adjournment. The meeting was adjourned at 9:00 pm.

WCA members present: Jeff Bean; Mary Sue Couser; Skip Couser; Edith Crockett; Jonathan Daniel; David Douthett; Tom Edmonds; Christy Hertel; Tom Hertel; Emily Houston; Kathleen Hughes; Neil Hughes; Meredith Imwalle; Judy Jackson; Bob Jackson; Linda Landreth; Ed Lehmann; Ruchi Parekh; Kathie Ratcliffe; Nick Ratcliffe; Richard Rogers; Wendy Roseberry; Mary Sheehan; Stephanie Thompson; Antonia Walker; Brian Whelan.

Mary Sheehan, Secretary, February 4, 2017

WCA Regular Meeting - Q1 2017 - January 26, 2017
Draft Agenda:

Topic

Opening

Welcome new members

Approval of Agenda

Approval of Q3 and Q4 WCA Regular Meeting Minutes

Confirmation of 2016 Elected Officers (for Q1 minutes)

Recap of 2016 priorities and achievements,
and 2017 priorities

Approval of Budgets - 2016 YE and 2017 proposed

New Business:

Announcements

Adjournment

**WATERFORD CITIZENS' ASSOCIATION (WCA)
IMPROVING INFRASTRUCTURE AND INCREASING LIGHT TOURISM**

Goal: Implementation of the *county-approved* recommendations of the 1987 Waterford Area Management Plan (WAMP) with an emphasis on **traffic reduction**.

In community consultations for the *Envision Loudoun* new Comprehensive Planning process, Waterfordians have endorsed the strategic guidelines set out in the **WAMP** that are *still* relevant:

- Protect Waterford as a historic resource.
- Growth will **not** be encouraged except for light tourism.
- Limit traffic to **locals and restrict commuter cut-through traffic**.
- Electronic and telephone utility lines should be **buried** in conjunction with **drainage** and **parking** improvements.

Light Tourism:

- a. Provide visitors with an understanding of a unique national historic resource.
- b. Increase revenues to protect and maintain the Waterford national historic landmark district and increase county's economic base.
- c. Enhance role of Waterford in the comprehensive tourism program of the county.

Village Improvements:

- a. **Reducing volume of cut-through traffic (see box below).**
- b. Provide various infrastructure upgrades, including a pedestrian system, off-street parking areas, village and road improvements.
- c. Offer conveniences and attractions for visitors, including public restrooms, a café and eating space and a walking trail.

Action: First Priority

Status

Reducing the large volume of commuter traffic.

- ✓ Wide consultation with stakeholders performed;
- ✓ 'Control of cut-through program' agreed by all parties;
- ✓ 'Volume/speed study to provide measures to address cut through problem begun;
- ✓ Initiated Historic Roadways District Overlay Application;
- ✓ Delayed paving; initiated investigation with County & VDOT

WCA Four Priority Theme Clusters for 2017

<u>Theme:</u>	<u>Policy planning & Outreach:</u>	<u>Events Management</u>	<u>Infrastructure</u>	<u>Financial Management</u>
	-Liaison -Communications -Membership -Meeting Coord. -Website etc. -Preservation	-5 K -July 4 th -Fair -Halloween? - Christmas? -Easter? -Fireworks?	-Traffic -Beautification -Street paving/drainage -Water?	-budget -banking -Fed/State Taxes -audit
Coordinator:	Wendy	Sharyn	Mary	Edith
Chair(s):	TBD	TBD	TBD	TBD (needed?)
Members:				

Above four themes incorporate tasks & *active* committees*

***10 Bylaw Committees: Audit, Beautification, Cemetery, Cooperative, Environmental, Fundraising, Membership, Preservation, Special Events, and Streets**