

Minutes
Waterford Citizen's Association
Annual Meeting (Regular Meeting, 1st Quarter) 2021

Submitted for Approval of June 24, 2021 Q2 Regular Meeting

The 2021 Annual Meeting (and first quarter Regular Meeting) of the Waterford Citizen's Association (WCA) was held Thursday March 25, 2021, at 7:00 pm via the Zoom online platform. The meeting was chaired by Ray Daffner, WCA President. The peak meeting attendance list is recorded at the end of these Minutes.

Agenda. The draft meeting Agenda (Annex I, attached) was distributed to membership in the invitation email, and no additions or modifications were made.

Previous meeting Minutes. Jeff Bean made a motion to approve the [Minutes](#) of the Q4 (December 10) 2020 regular WCA meeting, as presented. The motion was seconded by Ed Lehmann and the Q4 2020 Minutes were approved.

New members and visitors. There were no new members present.

Announcements. There were no non-agenda announcements.

Committee Reports:

Special Events. Ann Belland confirmed the plan for 2021 Fourth of July celebrations, including arrangement for social distancing. On July 3, there will be a bring-your-own picnic at the Tanyard and a band, followed by the usual fireworks on the Water Street Meadow. However, she announced that out of caution there will be no Fourth of July parade this year.

Ad Hoc Governance. Cate Magennis Wyatt presented an overview of the findings of the Ad Hoc Governance Committee, and summarized the two main recommendations of the Committee's [Governance Review](#) report (posted on the WCA website):

- proposed amendments to the current WCA Bylaws to reconcile them with actual practice and ensure greater transparency and representativeness, with a vote on Bylaws amendments planned for Q2; and
- initiation of a Waterford 2040 Vision and Community Plan, taking advantage of the opportunity presented by the Loudoun County 2019 Comprehensive Plan's new community planning framework for Historic Rural Villages, if the membership approved such as step.

Cate and Mike Stup both noted that these recommendations were designed to ensure the WCA could better address the growing challenges faced in Waterford and its immediately

surrounding area, as well as provide the community with a unified plan for the future that could help us garner funding and other support.

The two recommendations were discussed separately. Regarding **Bylaws**, Richard Rogers, Nick Ratcliffe, Linda Landreth and others suggested it was important to have sufficient time for consultation with membership and their input on any Bylaws changes. Richard asked for clarifications on the planned process for consultation and amending the Bylaws.

Mary Sheehan responded that the Committee had taken or planned the following steps to ensure consultation with membership prior to bringing amendments forward for a vote:

- the Committee would post on the WCA website a marked-up draft of the Bylaws with proposed amendments indicated;
- an interactive forum discussion space has been set up on the [Governance page](#) of the WCA website where members could make comments (“Bylaws” forum);
- suggestions and comments could also be sent to the governance@waterfordcitizens.org email address; and
- a separate meeting on Bylaws amendments would be convened in May at which the suggestions and other comments would be discussed.

The results of these deliberations would be presented at the Q2 membership meeting in June. Cate also clarified that Bylaws amendments could be voted on as a package or individually.

Regarding the **Waterford 2040 Vision and Community Plan**, Cate noted that this would be done with the close participation of the Waterford Foundation, and shared background on the vast legacy of previous reports done for Waterford that provide input to this effort, going as far back as the 1960s and including the 1987 Waterford Area Management Plan.

Nick observed that it would be important for the WCA’s Standing Committees to be fully engaged and evaluate the different aspects of the Ad Hoc Governance Committee’s report, including its recommendations regarding town incorporation, HOAs, and partnerships, noting that some of these discussions could affect the Bylaws in the future. Others made constructive additional points regarding the proposed community vision and plan.

Cate made a motion that the WCA embark on a Waterford 2040 Vision and Plan exercise, in close collaboration with the Waterford Foundation, under the Loudoun Historic Rural Villages community plan framework. Mary seconded the motion, and a majority of members present voted in favor. Following the vote, Nick Ratcliffe made a point of order request to confirm good standing of members present. The Secretary subsequently verified the membership rolls with the Membership Chair and found that over 80% of those present at the meeting were paid-in members. Because the vote carried by a large majority (also over 80%), subtracting votes of any non paid-in members would not have changed the outcome. Ray suggested the Ad Hoc Governance Committee prepare a timetable of next steps. Expressions of interest of those wishing to engage in the Vision and Plan was sought (governance@waterfordcitizens.org).

Traffic. Meredith Imwalle, outgoing Chair of the Traffic Committee, reported that the Loudoun County public meeting on the draft [Traffic Calming Study](#) had been rescheduled for April 15. The WCA Board-endorsed Committee responses to that study were reflected in a letter addressed to VDOT Commissioner Brich (posted on the WCA website); the Committee expected to follow up with Commonwealth Transportation Board members to learn of VDOT's response in the near term. Meredith also raised two items for membership vote: (1) design of the previously-agreed and budgeted village entryway signs; and (2) desirability of requesting a village walkability study from the County.

After presenting two options (one larger and one smaller) for the **entry signs**, followed by some discussion of the merits of the different formats and the requirement for approvals, Meredith made a motion to approve the larger sign design, pending required HDRC, VDOT and other relevant approvals. Cate seconded the motion, and the vote was approved by a majority of members present. Meredith also explained the rationale and likely process for requesting a **walkability** study from Loudoun County, which has been supportive of such a study in the village. Ensuring safe walkability is closely connected to managing traffic flow in the village, as well as a sustainable parking for village residents, Waterford Foundation properties such as the Mill and Phillips Farm, as well as visitors. After discussion, Meredith made a motion that the WCA request that the County support and fund a walkability study for the village. Mary seconded the motion and the vote was approved by a majority of members present.

In addition, Meredith announced the Traffic Committee had been approached with a request to install **seating** for the public on the Village Green. She noted that while such a request would normally come through the Beautification Committee, Traffic had been consulted due to the potential for influence on pedestrian foot traffic and traffic calming. She suggested this be more widely discussed in the community, and a vote be taken at a future meeting. She had consulted with the County on the appropriate channel for such an effort and will provide a sample contract between the County and the WCA to share with the WCA Board.

Finally, Meredith reported that the Traffic Committee had voted down seeking a **Byway** study from the County, though the vote was close. After some discussion, it was concluded the topic should be raised for vote of the membership at the Q2 meeting, after the April 15 County presentation of the Traffic Calming study and the WCA's counter-proposal. She would alert the County that the formal community response on the Byway study would be forthcoming after our Q2 meeting. Members thanked Meredith for her more than three years of service as Chair of the Traffic Committee, and the achievement of the BOS-approved Traffic Management Plan.

Ray introduced and welcomed Sharyn Franck, the new Traffic Committee Chair, who would assume her duties following the Q1 meeting.

Water. Mark Sullivan, Chair of the Ad Hoc Water Committee, provided an overview of the County's water **feasibility study**. He emphasized that the County was interested in open communication, and meeting the community's information needs. January and February had

been spent gathering data, while March and April were dedicated to community outreach through a survey of property wells in the project area (sewerage district), carried out by the County through their consultant, Dewberry. In addition, any volunteers for confidential well monitoring were sought. Community meetings were planned for later in the year.

Mike Stup, Water Coordinator, added that the Virginia Tech extension agency was offering comprehensive, low-cost water **testing** and anyone interested could find information on this at the Post Office, or on the Water page of the WCA website. Sharyn Franck, Water Coordinator, observed that the water **survey** sent by Dewberry could be mistaken for junk mail and advised WCA members in the sewerage district to watch for the survey form. The meeting supported a proposal to reach out to property owners in the project area to ensure they were aware of and had access to the survey form, and that they completed and returned it.

Stephanie Thompson, Executive Director of the Waterford Foundation, added that she had participated in a meeting on water, and had sought assurances that the water project would take into account Waterford's historic nature.

Preservation. Mary Sheehan, Preservation Committee Chair, noted two points: a new Waterford Historic Marker in front of the Mill, and a Phillips Farm blue bird update. Ann Belland further explained the **Historic Marker** had been installed March 17, and a celebratory event would be planned for the spring; Miriam Westervelt asked for volunteers for the **blue bird** box monitoring in Phillips Farm, adding it was a great project for kids and that she provided training. Members warmly thanked Ann for her efforts on the new Marker.

Membership. Ed Lehmann, Membership Committee Chair, informed the meeting that the WCA currently has 85-90 members. There was a discussion of ideas from several members for supporting and enhancing membership, including a spring party to celebrate new easements on the Schooley Mill (see Waterford Foundation, below), and additional ideas for ways to welcome new members and inform them of Waterford's unique historic endowments.

Beautification. Nick Ratcliffe, Preservation Committee Chair, reported on a successful start to the Keep Loudoun Beautiful (KLB) **clean-up** campaign in the Waterford Area. He advised that the clean-up of the Village Green would be held the week of April 9-13, and sought volunteers. In passing, he also shared the history of the KLB program, which began 50 years ago with Waterfordian Agnes Powell, who convinced the Loudoun BOS to support trash clean-up on roads and public spaces in the Waterford area, which eventually grew to be County-wide.

Nick proposed the Beautification Committee plant several cherry **trees** on the edge of the Mill near the new Historic Marker; based on generally supportive feedback in the meeting, he indicated he would seek views on the idea from the Waterford Foundation in the context of planned Mill rehabilitation and future parking plans. Cate observed that many organizations have tree sponsorship programs that the WCA could look into; the benefits were increased tree canopy and beautification, as well as funding. Edith Crockett noted the longer-term

maintenance needs and responsibilities for any newly-planted trees and suggested some strategies for this.

2021 Budget. Julia Thompson, Treasurer, presented the proposed WCA [2021 budget](#). She explained that revenues were strong due to continued membership support and reduced spending last year. Julia walked through the different Standing Committee expenditure allocations.

Cate asked about budget for **air quality** monitoring due to vehicle exhaust (noting she had funded the installation of the monitor at the Corner Store). Sharyn wondered whether another monitor could be useful for comparison. It was suggested this item fit best within the Traffic Committee's work, however that the air quality monitor was unlikely to require recurrent expenditures this year.

Linda, one of the Cemetery Committee trustees, expressed concern that the budget for the **Cemetery** Committee was insufficient to cover the required mowing and reminded membership of the commitment the WCA had assumed to support preservation of the Waterford Union of Churches Cemetery. Ann and Ed, also Cemetery Trustees, agreed to discuss the budget with Linda and Paul Rose, Cemetery Committee Chair, and to approach Julia with a revised request for addition budget if needed. Nick made a motion to accept the Treasurer's 2021 budget as presented. Mary seconded it, and the 2021 budget was approved.

Waterford Foundation. Stephanie Thompson, Executive Director of the Waterford Foundation, provided an update on activities. She announced that two new protective easements had been placed on the **Schooley Mill Barn** property, one updating the existing VDHR easement and a second Land Trust overlay easement. Among the provisions in these easements was assuring, regardless of owner, a public connector trail between Janney Street and the Phillips Farm Trail would be preserved into the future. Members thanked Stephanie and others at the Foundation for this good news.

Stephanie also announced the full repayment, as of February 24, 2021, of the Waterford Foundation's approximately \$200,000 in **line of credit debt** associated with the renovations needed after the 2007 fire at the Old School. Stephanie thanked members who had contributed financially to this debt repayment effort.

She continued by announcing the successful re-start of the **Craft School**, for both in person and online courses, and encouraged members to participate. The Foundation's usual annual end-April **Trail Run** was now being planned for September, and Stephanie noted that there would be a July stock-taking to decide if it would be in person or virtual. Finally, Stephanie confirmed that the Foundation is planning this year for an in-person **Waterford Fair**, October 1-3. The goal would be a Fair with a smaller footprint, and with the expectation of a smaller attendance (approximately 50% of the 2019 Fair).

Edith, Linda, and several other members expressed thanks and congratulations to Stephanie and her colleagues at the Foundation Board and Committees for the excellent work during challenge times.

New Business. There was no new business.

Adjournment. The meeting was adjourned at 9:30 pm.

WCA members present: Maureen Arnold; Jeff Bean; Ann Belland; Sharon Buchanan; Kay Chewing; Skip Couser; Edith Crockett; Ray Daffner; Mark Denicore; Harriet Dickerson; Sharyn Franck; Betsy Gibson; Jamie Hutton; Meredith Imwalle; Judy Jackson; Jill Kadish; Stephanie Kenyon; Linda Landreth; Ed Lehmann; Sue Manch; Cate Magennis Wyatt; Ruchi Parakh; Kathie Ratcliffe; Nick Ratcliffe; Richard Rogers; Mary Sheehan; Elliot Silverman; Roger Smith; Mike Stup; Mark Sullivan; Peter Thomas; Julia Thompson; Stephanie Thompson; Miriam Westervelt; Deborah Zungoli

Mary Sheehan, Secretary, March 31, 2021

**WCA Annual Meeting (1st Quarter) March 25, 2021
Agenda**

- Approval of minutes
- Events – 4th of July and other activities
- WCA Governance Review, Waterford Vision 2040, Waterford Comprehensive Plan update
Vote on Waterford Vision 2040 next steps
- Traffic – update on Traffic Calming Study and upcoming public meeting
- Water – update on County Water Study
- Committee Reports: Preservation, Membership, Beautification
- Waterford Foundation update
- Treasurers Report – approval of the 2021 budget