

**Churchill Community Foundation**  
**Board Meeting Minutes**  
**July 25, 2018**

The Board of Directors of the Churchill Community Foundation (CCF) met for the regularly scheduled monthly meeting at the Waters Landing Community Center, 20000 Father Hurley Boulevard, Germantown, Maryland, on July 25, 2018.

**Present:**

Daniel Talmage (via phone)  
Amy Fickling  
Will Knowland  
Anita Pustelnik  
Patricia Jones-Butler  
Eric Leavitt

**Others Present:**

Alan Siefert, Management Agent  
Karelyn Donahue, Recording Secretary

**Not Present:**

Jennifer Jones

**I. Call to Order**

Ms. Fickling called the meeting to order at 7:36 p.m.

**II. Management Report**

**a. Meeting Minutes**

The Board reviewed the June 27, 2018 meeting minutes and made revisions.

Motion: To accept the June 27, 2018 meeting minutes as revised.

Knowland/Leavitt. 6/0/0. Talmage, Fickling, Pustelnik, Knowland, Leavitt and Jones-Butler for. Motion passed.

The Board reviewed the 2018 Annual Meeting minutes and made suggested revisions. These will be voted on at the 2019 Annual Meeting.

**b. 2017 Audit**

Strauss & Associates has agreed to make the changes to the audit that the Board had requested at last month's meeting.

Motion: To accept the 2017 auditor's report as revised.

Jones-Butler/Knowland. 6/0/0. Talmage, Fickling, Pustelnik, Knowland, Leavitt and Jones-Butler for. Motion passed.

**c. Water Quality**

Only one proposal was received from Princeton Hydro. GKY presented an estimate of \$15,000 by email and Solitude did not submit a proposal.

Motion: To accept the water quality survey proposal from Princeton Hydro for \$8,350.

Leavitt/Jones-Butler. 6/0/0. Talmage, Fickling, Pustelnik, Knowland, Leavitt and Jones-Butler for. Motion passed.

The on-site work is to be completed no later than August 21, 2018.

**d. Churchill East Stream Main Stem**

The Foundation was not chosen as a recipient for the 2019 Chesapeake Bay Trust grant. Mr. Siefert suggested that the Foundation have a conference call with a Chesapeake Bay Trust representative, CPJ, Potomac Conservancy, Mr. Siefert, and Board members (Daniel Talmage and Will Knowland) to see why the Foundation was not chosen and what are the options moving forward.

**e. Amethyst Stream Monitoring**

The Foundation is required to perform annual monitoring of the condition and stability of the Amethyst Stream. Mr. Siefert will work with CPJ to get the specs for this bid. The received bids will be brought to the next meeting.

**f. Financials**

The Board reviewed the financials for the month ending June 30, 2018.

**g. Operating Checklist/Pending Projects**

The Board reviewed the operating checklist and pending projects with Mr. Siefert

**III. Old Business**

**a. Hydrilla Control**

Mr. Siefert provided an update from Aquatic Environment Consultants further detailing the work that they completed.

**b. Bridge Painting**

Mr. Siefert spoke to the manufacturer and they suggested we do not need to do anything to the new bridges. Mr. Siefert will be bringing proposals for the repairs/repainting of the other bridges.

Mr. Siefert will send a letter to Waters Landing to have them take over the responsibility of the two new bridges.

#### **IV. New Business**

##### **a. Proposed 2019 Budget**

The assessment for the 2019 budget is proposed as \$3.75/unit per month (\$.25 increase). This would be an increase of \$16K which will help replenish the Foundation's reserves. Mr. Siefert will advise the sub-associations of the proposed \$.25 increase. The Board was in consensus for an increase except for Ms. Pustelnik.

\$4.75 is the ceiling. The Board discussed what the assessments should be over the next few years. It was suggested to hold and wait until after the reserve study is completed in the next couple of years to see what we need to plan for.

##### **b. Sign/Post**

Mr. Siefert is currently working to get this sign at Post 9 painted or stained, along with the upright posts.

##### **c. Father Hurley Blvd Sinkhole – Stream Debris**

The debris that went into the stream from the sinkhole seems to be the County's responsibility. Mr. Siefert was tasked with seeing what options were available for stream mediation due to the blowout on July 22, 2018.

##### **d. Dam Pipe Inspection**

Mr. Leavitt asked about the inspection of the pipe that is under the dam. Mr. Siefert stated that the inspection was due in 2017, but that it was put off due to the dredge project. Mr. Siefert will research the process for this type of inspection.

#### **V. Next Meeting**

The next meeting of the Board of Directors for the Churchill Community Foundation will be Wednesday, August 29, 2018 at 7:30 p.m. at the Waters Landing Community Center.

#### **VI. Adjournment**

Motion: To adjourn the July 25, 2018 Board meeting at 9:30 pm.  
Knowland/Pustelnik. 6/0/0. Talmage, Pustelnik, Fickling, Knowland, Leavitt and Jones-Butler for. Motion passed.

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**Motion List**  
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1. Motion: To accept the June 27, 2018 meeting minutes as revised.  
Knowland/Leavitt. 6/0/0. Talmage, Fickling, Pustelnik, Knowland, Leavitt and Jones-Butler for. Motion passed.
2. Motion: To accept the 2017 auditor's report as revised.  
Jones-Butler/Knowland. 6/0/0. Talmage, Fickling, Pustelnik, Knowland, Leavitt and Jones-Butler for. Motion passed.
3. Motion: To accept the water quality survey proposal from Princeton Hydro for \$8,350.  
Leavitt/Jones-Butler. 6/0/0. Talmage, Fickling, Pustelnik, Knowland, Leavitt and Jones-Butler for. Motion passed.
4. Motion: To adjourn the July 25, 2018 Board meeting at 9:30 pm.  
Knowland/Puselnik. 6/0/0. Talmage, Pustelnik, Fickling, Knowland, Leavitt and Jones-Butler for. Motion passed.