

**Churchill Community Foundation
Board Meeting Minutes
June 26, 2019**

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 June 26, 2019.

Present:

Daniel Talmage
Amy Fickling
Eric Leavitt
Joey Chambers

Others Present:

Alan Siefert, Management Agent,
Karelyn Donahue, Recording Secretary

Not Present:

Will Knowland
Jennifer Jones
Patricia Jones-Butler

I. Call to Order

Mr. Talmage called the meeting to order at 7:33 p.m.

II. Management Report

a. Officer Positions

The Board discussed and decided to keep the same positions from the 2018 Election as follows:

| | |
|----------------------|----------------|
| President: | Daniel Talmage |
| Vice President: | Amy Fickling |
| Treasurer/Secretary: | Eric Leavitt |

Motion: To retain officer positions as currently assigned.
Leavitt/Fickling. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.

b. Meeting Minutes

The Board reviewed the May 29, 2019 meeting minutes and made revisions.

Motion: To accept the May 29, 2019 meeting minutes as amended.
Leavitt/Fickling. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.

c. Board Appreciation

The Board reviewed the appreciation letter to Anita Pustelnik for her service on the Board. They suggested adding some verbiage regarding her environmental

contributions and to add “See you around the Lake!” at the end. They discussed getting her a gift certificate to Meadows Farm.

Motion: To purchase a gift card to thank Anita Pustlenik for her years of service on the Board not to exceed \$100 under line item #7890.

Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.

d. 2018 Audit

Mr. Seifert has been working with Strauss & Associates to modify the draft audit. He reported that the Foundation was \$23,000 short on its Fidelity coverage as of the date the policy took effect. The Board agreed upping this coverage for an additional \$300,000 for an approximate cost of \$100. Mr. Siefert also reported that the auditors would delete the verbiage regarding their discussion with the Board.

Motion: To accept the draft audit for 2018 as amended.

Leavitt/Fickling. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.

e. Amethyst Monitoring

Gabby Myers of KCI provided a proposal on monitoring the Amethyst Stream restoration project. The Board would like to see an additional bid from CPJ.

f. Water Quality Study

Kylan Foster informed Mr. Siefert that she could no longer work on this project. Mr. Talmage and Mr. Knowland will search for another individual to complete this project. It was also discussed that the person should have a deadline to meet.

Motion: To void the previous approved motion approves at the March 27, 2019 Board Meeting. (Previous Motion: To accept the proposal from Kylan Foster to condense the previous Water Quality Studies into one reader-friendly report including but not limited to comparison charts and spreadsheets at a cost not to exceed \$800.

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

Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.

g. Churchill East Village Stream/Grant

Mr. Siefert reported that the Foundation was awarded the Maryland DNR grant to complete the work on the CEV Stream. CPJ will now obtain three to five bids for this work.

h. Churchill Village-South Bridge

Mr. Siefert and Mr. Talmage reported that Churchill South is still waiting for the engineering company's report.

i. Father Hurley Sinkhole Debris

Mr. Siefert received an email response from Montgomery County where they estimated 350 cubic yards of debris was lost through the sinkhole. Mr. Seifert also received an email from the County regarding a meeting with a DEP representative regarding cleaning up the stream. The representative made the recommendation not to do anything to the stream as more damage would be caused to the stream. The Board discussed asking for compensation for these items based mainly on percentages of the sediment removed compared to the cost of the dredge project.

j. Master Plan

The Board discussed the plans on the Churchill Town Sector design.

k. Operating Checklist/Pending Projects

The Board reviewed the operating checklist and pending projects with Mr. Siefert. The Board sent some items to Mr. Siefert to add to the list as a result of their path walk on June 2, 2019.

The Board discussed it might be time to hire divers to inspect the gate and pipe at the dam. Mr. Siefert will seek out some bids.

l. Financials

Mr. Siefert explained a question the Board had regarding some permit costs.

III. Old Business

a. Path Walk

The Board did not like the size of the numbers of the mile markers. This will be addressed at a later date. Mr. Talmage reported that it was one of the "cleanest" walks that the Board has ever had.

b. Property Line

Mr. Siefert reported that the Foundation's attorney is still working on this item.

IV. New Business

V. Next Meeting

The next meeting of the Board of Directors for the Churchill Community Foundation will be Wednesday, July 31, 2019 at 7:30 p.m. at the Waters Landing Community Center.

VI. Adjournment

Motion: To adjourn the June 26, 2019 Board meeting at 9:20 pm.
Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.

Churchill Community Foundation (CCF)
Motion List
May 29, 2019

1. Motion: To retain officer positions as currently assigned.
Leavitt/Fickling. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.
2. Motion: To accept the May 29, 2019 meeting minutes as amended.
Leavitt/Fickling. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.
3. Motion: To purchase a gift card to thank Anita Pustlenik for her years of service on the Board not to exceed \$100 under line item #7890.
Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.
4. Motion: To accept the draft audit for 2018 as amended.
Leavitt/Fickling. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.
5. Motion: To void the previous approved motion approves at the March 27, 2019 Board Meeting. (Previous Motion: To accept the proposal from Kylan Foster to condense the previous Water Quality Studies into one reader-friendly report including but not limited to comparison charts and spreadsheets at a cost not to exceed \$800. Knowland/Eric Leavitt. 6/0/0. Talmage, Fickling, Butler-Jones, Knowland, Jones and Leavitt for. Motion passed.)
Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.
6. Motion: To adjourn the June 26, 2019 Board meeting at 9:20 pm.
Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.