

**Churchill Community Foundation
Board Meeting Minutes
February 26, 2020**

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 February 26, 2020.

Present:

Daniel Talmage
Joey Chambers
Eric Leavitt
Amy Fickling

Others Present:

Alan Siefert, Management Agent
Karelyn Donahue, Recording Secretary
Luke Rehr, Bourn Environmental
Chris Perry, Bourn Environmental

Not Present:

Will Knowland
Patricia Jones-Butler
Jennifer Jones

I. Call to Order

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

II. Management Report

a. Churchill East Village Stream/Grant

Luke Rehr and Chris Perry from Bourn Environmental were in attendance at the meeting. They presented their revised proposal to the Board. The revised proposal allows more authority with the Board instead of the engineering contractor, CPJ. CPJ can still put in the input and this might allow for changes in the contract with CPJ. The Board discussed with Bourn several items that needed to be changed in the contract including payment terms extended to 30 days, time extension to December 31, 2020, retainer lowered from 10% to 5% and no additional insurance needed by Bourn. Also, any change order will need to be reviewed, voted on and signed off by the Board.

The Board also reviewed and discussed the proposed contract with CPJ for construction oversight.

Motion: To accept the contract with CPJ for Tasks 14 and 15 for construction oversight, site visits (2/week) and reporting for an amount not to exceed \$59,575. Chambers/Leavitt. 4/0/0. Talmage, Fickling, Chambers, and Leavitt for. Motion passed.

Note: The contact with CPJ will be signed after attorney review.

Motion: To increase the amount of the motion passed at the December 4, 2019 meeting for the Churchill East Village Stream restoration project by \$18,000 to \$1,420,000 and award the contract to Bourn Environmental. Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers, and Leavitt for. Motion passed.

Note: The contact with Bourn Environmental will be signed after attorney review.

Motion: To approve the price of 2.5% of the contract price with Bourn Environmental to The Management Group Associates for the project management of the Churchill East Village Stream restoration. Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers, and Leavitt for. Motion passed.

b. Meeting Minutes

The Board reviewed the January 29, 2020 meeting minutes and made revisions.

Motion: To accept the January 29, 2020 meeting minutes as amended. Fickling/Chambers. 4/0/0. Talmage, Fickling, Chambers, and Leavitt for. Motion passed.

c. Churchill Village South Meadow Bridge

The Board discussed the options for the replacement of the CVS meadow bridge. There is some pricing that still needs to be received. Also, Mr. Siefert will check on the necessity of handrails or guardrails for the boardwalk portion.

Motion: To purchase a bridge not to exceed a cost of \$25,000. The price will be negotiated by Mr. Siefert. Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers, and Leavitt for. Motion passed.

d. Operating Checklist/Pending Projects

The Board reviewed the operating checklist and pending projects with Mr. Siefert. Several items need to be updated with closure dates. Mr. Siefert will make the updates.

III. Old Business

a. Sinkhole Debris

Mr. Siefert gave an update on reimbursement for the sinkhole debris indicating that he calculated each cubic yard of debris would cost \$95 to remove, based on the 2017 dredge costs. The County estimated 350 cubic yards of debris entered the stream, but

the Board estimates 500 cubic yards. TMGA will send notice to Montgomery County that the Foundation will accept between \$32,000 and \$45,000 as remuneration.

IV. New Business

V. Next Meeting

The next meeting of the Board of Directors for the Churchill Community Foundation will be Wednesday, March 25, 2020 at 7:30 p.m. at the Waters Landing Community Center.

VI. Adjournment

Motion: To adjourn the February 26, 2020 Board meeting at 9:33 pm.
Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.

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Motion List
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1. Motion: To accept the contract with CPJ for Tasks 14 and 15 for construction oversight, site visits (2/week) and reporting for an amount not to exceed \$59,575. Chambers/Leavitt. 4/0/0. Talmage, Fickling, Chambers, and Leavitt for. Motion passed.
2. Motion: To increase the amount of the motion passed at the December 4, 2019 meeting for the Churchill East Village Stream restoration project by \$18,000 to \$1,420,000 and award the contract to Bourn Environmental. Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers, and Leavitt for. Motion passed.
3. Motion: To approve the price of 2.5% of the contract price with Bourn Environmental to The Management Group Associates for the project management of the Churchill East Village Stream restoration project. Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers, and Leavitt for. Motion passed.
4. Motion: To accept the January 29, 2020 meeting minutes as amended. Fickling/Chambers. 4/0/0. Talmage, Fickling, Chambers, and Leavitt for. Motion passed.
5. Motion: To purchase a bridge not to exceed a cost of \$25,000. The price will be negotiated by Mr. Siefert/TMGA. Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers, and Leavitt for. Motion passed.
6. Motion: To adjourn the February 26, 2020 Board meeting at 9:33 pm. Leavitt/Chambers. 4/0/0. Talmage, Fickling, Chambers and Leavitt for. Motion passed.