

**Churchill Community Foundation  
Board Meeting Minutes  
January 29, 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 January 29, 2020.

**Present:**

Daniel Talmage  
Amy Fickling  
Joey Chambers  
Patricia Jones-Butler  
Jennifer Jones (arrived at 7:50 pm)  
Eric Leavitt (arrived at 7:56 pm)

**Others Present:**

Alan Siefert, Management Agent  
Karelyn Donahue, Recording Secretary  
Robert Fuss

**Not Present:**

Will Knowland

**I. Call to Order**

Mr. Talmage called the meeting to order at 7:32 p.m.

**II. Management Report**

**a. Meeting Minutes**

The Board reviewed the December 4, 2019 meeting minutes and made revisions.

Motion: To accept the December 4, 2019 meeting minutes as amended. Jones-Butler/Chambers. 4/0/0. Talmage, Fickling, Chambers, and Jones-Butler for. Motion passed.

**b. Water Quality Study**

Heather has submitted her final draft of the water quality study. Will Knowland has read the study and stated that the report is satisfactory for the Foundation's use; however, it needs to be tweaked. A sub-group (Will, Daniel and Amy) should be formed to edit the report, as needed, once Will returns in March. The Board approved payment of the invoice submitted by Fact or Fiction.

**c. CVS Bridge**

Gaby Meyers of KCI supplied estimated costs for the three different bridge types with installation price: timber, concrete/PermaTrax and fiberglass. There are two options for piers: concrete pilings or helical piers.

Motion: To accept the proposal from KCI to submit the application for the bridge to the State for the permit.

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

**d. Churchill East Main Stem/Grant**

The Board discussed the proposal received for the Churchill East Main Stem project.

Motion: To issue a Letter of Intent to Bourne Environmental for the Churchill East Main Stem project for the amount of \$1,382,300.

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

Mr. Siefert will ask for references and ask a representative from Bourne Environmental to attend the next meeting. He will also ask for a more detailed contract referencing the specification package, a more detailed timeline and payment schedule options.

The Board agreed to ask CPJ to bid on the construction administration part of the project.

**e. Operating Checklist/Pending Projects**

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

**III. Old Business**

**a. Churchill South Easement Agreement**

It was reported that the signed Churchill South easement agreement was received, so the Foundation can do work on their property.

**b. Dam Outflow Pipe**

Jeremy Tucker is following up with WSSC to determine the ownership of the pipe.

**IV. New Business**

**a. Fallen Trees on Path**

The question was asked as to who would be cleaning up the trees that have fallen on the path. Mr. Siefert stated that the Foundation will remove any trees that fall on the path as well as any debris.

**b. Temporary Path**

It was reported that the temporary path is extremely muddy and asked if stones could be put down. Mr. Siefert stated that stones cannot be used, but he will check with Churchill South to see if they will put some wood chips down.

**c. Notice of Violation from Montgomery County**

It was reported that the Foundation was cited for violations on the dam; however, most are on the Black Hills side.

**d. Churchill South Maintenance Easement Agreement**

This is currently going between attorneys. The Foundation is looking for a 1 year agreement with automatic renewals for the next 10 years.

**V. Next Meeting**

The next meeting of the Board of Directors for the Churchill Community Foundation will be Wednesday, February 26, 2020 at 7:30 p.m. at the Waters Landing Community Center.

**VI. Adjournment**

Motion: To adjourn the January 29, 2020 Board meeting at 9:00 pm. Jones/Chambers. 6/0/0. Talmage, Fickling, Chambers, Jones, Jones-Butler and Leavitt for. Motion passed.

**Churchill Community Foundation (CCF)**  
**Motion List**  
**January 29, 2020**

1. Motion: To accept the December 4, 2019 meeting minutes as amended.  
Jones-Butler/Chambers. 4/0/0. Talmage, Fickling, Chambers, and Jones-Butler for. Motion passed.
2. Motion: To accept the proposal from KCI to submit the application for the bridge to the State for the permit.  
Jones-Butler/Chambers. 6/0/0. Talmage, Fickling, Chambers, Leavitt, Jones and Jones-Butler for. Motion passed.
3. Motion: To issue a Letter of Intent to Bourne Environmental for the Churchill East Main Stem project for the amount of \$1,382,300.  
Leavitt/Jones-Butler. 6/0/0. Talmage, Fickling, Chambers, Leavitt, Jones and Jones-Butler for. Motion passed.
4. Motion: To adjourn the January 29, 2020 Board meeting at 9: pm.  
Jones/Chambers. 6/0/0. Talmage, Fickling, Chambers, Jones, Jones-Butler and Leavitt for. Motion passed.